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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

INSTRUCTIONS PERTAINING TO COTTON MARKETING QUOTAS FOR
THE 1938-39 MARKETING YEAR

PART II. COUNTY OFFICE RECORDS AND REPORTS

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SECTION 201. General instructions.—(a) Part II of these instructions relates to specific provisions of Cotton 207, Regulations Pertaining to Cotton Marketing Quotas for the 1938-39 Marketing Year (hereinafter referred to as the regulations), and outline the nature,

NOTE.—The section references shown in brackets at end of certain paragraphs in these instructions refer to the sections in Cotton-207, "Regulations Pertaining to Cotton Marketing Quotas for the 1938-39 Marketing Year" on which the instructions contained in the respective paragraphs in these instructions are based.

use, and accounting for of certain forms, records, reports, accounts, and files of the county committee in connection therewith. The instructions are concerned primarily with the duties of the county committee and the treasurer of the county committee. The records, reports, accounts, and files prescribed by the regulations and these instructions shall at all times be subject to periodic as well as special examination and audit by authorized representatives of the Secretary of Agriculture or the Agricultural Adjustment Administration.

(b) 1. The farm serial numbers referred to in the regulations and these instructions shall be the serial number assigned to the farm for the purposes of the 1938 Agricultural Conservation Program.

2. The county committee shall ascertain the name and address of each gin situated within the county and shall assign to such gins consecutive serial numbers beginning with number 1, for the purpose of identifying and filing forms Cotton 216. Forms Cotton 216 submitted to the treasurer from any other county shall be identified and filed by the name of the county in which the gin is situated and the serial number assigned to the gin by the county committee for such county.

3. All forms printed with serial numbers will be consigned to the county committee by the State office of the Agricultural Adjustment Administration (hereinafter referred to as the State office), and each shipment thereof will be accompanied by the original and one copy of a letter of transmittal on form Cotton 252. The treasurer of the county committee shall verify the correctness of each shipment by comparing the serial numbers of the particular form received with those shown on form Cotton 252 and any discrepancies shall be noted on the original and copy of form Cotton 252. The original of form Cotton 252 shall be signed by the treasurer of the county committee as a receipt for such forms and returned to the State office. It shall be the duty of the treasurer of the county committee to account for the disposition of all serially numbered forms by recording the issuance thereof on the records maintained in the office of the county committee (hereinafter referred to as the county office), or by receipts on form Cotton 252 for unused forms returned to the State office or forwarded to other county offices, at the direction of the State office.

(c) The following is a list of the various forms and a brief statement of the purpose of each:

Form Cotton 209, entitled "Notice of Farm Cotton Acreage Allotment, Yield, and Marketing Quota," will be used to notify producers, on each farm in the county for which a cotton acreage allotment was established, of the farm cotton acreage allotment and the normal yield per acre of lint cotton therefor which were approved by the State committee and of the amount of the farm marketing quota expressed in terms of the normal production of the farm acreage allotment. It will be addressed to the operator of the farm and will constitute a notice to all producers on the farm. It will be prepared in duplicate and signed for the county committee by a member thereof. The original must be mailed to the operator on the date of the committeeman's signature and a copy bearing the same date will be filed in the folder for the farm. Form Cotton 209 may be prepared from data shown on form Cotton 210. [Secs. 203, 208.]

Form Cotton 210, entitled "Farm Cotton Acreage Allotments, Yields, and Marketing Quotas," will be prepared in triplicate to publish farm cotton acreage allotments, normal yields per acre of lint cotton, and farm marketing quotas. The acreage allotments and yields to be shown in form Cotton 210 will be taken from forms ACP-58 and 58-A (or form NCR-209a for States in the

North Central Region) which have been approved by the State committee. The original shall be posted in a conspicuous place in the county (or each local administrative area therein) for a period of not less than 30 calendar days. One copy shall be placed in a binder and kept available for public inspection in the county office, and one copy shall be furnished to the county agricultural extension agent (hereinafter referred to as the "county agent") to be kept available for public inspection in his office. [Sec. 202.]

Form Cotton 211, the white marketing card, entitled "Cotton Marketing Card for 1938-39 Marketing Year," is to be used by the producer to whom issued to identify cotton at the time it is marketed as being (1) cotton the marketing of which is not subject to penalty, or (2) cotton with respect to the marketing of which the payment of the penalty has been secured, or (3) cotton with respect to the marketing of which the penalty will not be paid until it is determined that the total production in 1938 of lint cotton on the farm exceeds 1,000 pounds, or (4) short staple cotton from any previous crop which a producer to whom form Cotton 214 was issued has on hand. Form Cotton 211 will be issued by the county committee and a record of such issuance kept on form Cotton 250. [Secs. 401 (a), 401 (c), 402 (d), 402 (e), 408 (b), 502, 507.]

Form Cotton 211-A, entitled "Cotton Marketing Certificate for Farm Planting Within Acreage Allotment," will be used by a producer to whom form Cotton 211 or form Cotton 214 was issued to identify cotton marketed by any means or method other than directly to and in the presence of the buyer or transferee. Forms Cotton 211-A will be issued, upon request of the producer, by the county committee and a record of such issuance kept on form Cotton 253. The postal card copy (form Cotton 211-A-t), when executed by the producer and buyer or transferee and returned to the county office, will be filed in the folder for the farm. [Secs. 401 (d), 408 (b), 602 (a) 2.]

Form Cotton 212, the red marketing card, entitled "Cotton Marketing Card for 1938-39 Marketing Year," is to be used by a producer on a farm on which the acreage planted to cotton is in excess of the acreage allotment as evidence of the amount of cotton which he may market without payment of the penalty. Form Cotton 212 will be printed as a part of the book of forms Cotton 213. It will be issued by the county committee and a record of such issuance kept on form Cotton 253. [Secs. 402 (a), 402 (b), 402 (c), 403 (b), 403 (c), 405, 406, 408 (c), 602 (a) 3, 602 (a) 4, 602 (a) 5, 603, 604.]

Form Cotton 212-A, entitled "Agreement and Request of Producers on the Farm that a Red Marketing Card (form Cotton 212) for the Farm Be Issued to the Operator," will be used in cases where all the producers on a farm on which the acreage planted is in excess of the acreage allotment request the county committee to issue a form Cotton 212 to the operator of the farm rather than to each producer. The original of form Cotton 212-A will be filed in the folder for the farm. The operator and other producers, if they so desire, may for their own use prepare additional copies of form Cotton 212-A. [Sec. 402 (b).]

Form Cotton 213, entitled "Cotton Marketing Record and Penalty Receipt," will be used in connection with form Cotton 212 as a record of the number of pounds of cotton marketed and the amount of the penalty, if any, and will serve as a receipt issued by the buyer or transferee to the producer for the penalty, if any, collected or deducted. It will be printed in sets of 3 with inserted carbons and bound in books containing either 5 or 25 sets. Form Cotton 212 will be printed as one cover of each book. Forms Cotton 213 will be issued by the county committee and a record of such issuance kept on form Cotton 253, together with the record of the related form Cotton 212. The postal card copy (form Cotton 213b), when executed by the producer and the buyer or transferee and returned to the county office, shall be posted to form Cotton 254 and filed in the folder for the farm. [Secs. 408 (c), 602 (a) 3, 602 (a) 4, 602 (a) 5, 603, 604.]

Form Cotton 214, entitled "Sea Island or American-Egyptian Cotton Marketing Certificate," will be issued by the county committee to producers on farms on which cotton from a pure strain of Sea Island or American-Egyptian cotton is produced in 1938, *provided* such farms are located in a district where such cotton is commonly grown. A record of the issuance of forms Cotton 214 will be kept on form Cotton 250. [Secs. 404 (a), 408 (d), 503 (b).]

Form Cotton 215, entitled "Bond of Indemnity," will be executed by the operator or owner of a farm on which cotton has been planted in excess of the farm cotton acreage allotment who desires to secure in this manner the

payment of any penalty which may be incurred. Form Cotton 215 will be prepared in quadruplicate. When approved by the county committee, the original will be recorded on form Cotton 254 and filed in the folder for the farm, one copy retained by the producer, and one copy retained by each of the two sureties. [Secs. 402 (d), 507.]

Form Cotton 216, entitled "Ginner's Record and Report," will be prepared in duplicate and submitted to the treasurer of the county committee by ginner as periodic records and reports of cotton ginned. The original of form Cotton 216 will be posted to forms Cotton 251 and 254 and will be filed in the folder for the gin. A copy of each form Cotton 216 executed by the ginner will be retained by him. [Sec. 601.]

Form Cotton 217, entitled "Farm Operator's Report," will be prepared in duplicate by the operator of each farm on which cotton has been planted in excess of the farm cotton acreage allotment and will constitute the report of the amount of cotton produced by or for each producer on the farm, the apportionment or reapportionment of the producer marketing quotas, and the amount of penalty incurred and paid by each such producer. The original will be filed in the folder for the farm and the copy retained by the farm operator. [Secs. 507 (d), 603 (b).]

Form Cotton 218, entitled "Farms Overplanting Cotton Acreage Allotments," will be prepared in duplicate by the county committee with respect to the farms planting in excess of the farm cotton acreage allotments. The original will be forwarded to the State committee and the copy placed in a binder and retained in the county office. [Sec. 302.]

Form Cotton 219, entitled "Receipt for Penalty Remitted or Money Deposited to Secure Payment of Penalty," will be issued by the treasurer of the county committee as a receipt for funds deposited with him to secure the payment of the penalty and as a receipt for funds tendered as payment of the penalty. Form Cotton 219 will be prepared in duplicate, the original delivered to the person making the remittance, and the copy filed in the folder for such receipts. The applicable information contained in form Cotton 219 will be posted to forms Cotton 254 and 256. [Secs. 506 (a), 506 (b), 507 (b).]

Form Cotton 219-A, entitled "Receipt for Penalty Remitted by Producer Prior to the Marketing of Cotton," will be issued by the treasurer of the county committee as a receipt for funds tendered as payment of the penalty by a producer prior to the marketing of cotton. Form Cotton 219-A will be prepared in triplicate and the original and one copy will be delivered to the remitter. One copy will be posted to form Cotton 256 and held in a pending file until receipt of the copy of the form Cotton 213 to which it relates. The copy of form Cotton 219-A and the related form Cotton 213 shall be posted to form Cotton 254, and the copy of form Cotton 219-A filed in the folder for such forms. [Secs. 505 (b), 506 (a), 602 (a) 5, 603 (a) 6.]

Form Cotton 220 entitled "Buyer's Special Report," will be submitted by buyers who are requested to do so by the county committee conformably to the regulations. The report shall be prepared in triplicate, and the original and one copy forwarded to the county committee and a copy thereof retained by the buyer. [Sec. 602 (b).]

Form Cotton 221, entitled "Certificate That Cotton Is Cotton the Staple of Which Is 1½ Inches or More in Length," will be issued upon the request of any producer to whom was issued a red marketing card (form Cotton 212), for the purpose of identifying cotton the staple of which is 1½ inches or more in length. The copy on the postal card (form Cotton 221b) when executed and returned to the county office will be posted to form Cotton 254 and filed in the folder for the farm. [Secs. 408 (f), 503 (e), 602 (a) 2.]

Form Cotton 222, entitled "Report of Share of Each Producer in Cotton Marketed," will be executed, by a producer to whom form Cotton 212 was issued, at the time of marketing any cotton in which one or more other producers have an interest. The original of form Cotton 222 will be forwarded to the treasurer of the county committee, who will place it in a pending file until the form Cotton 213 to which it relates is received, at which time form Cotton 213 and form Cotton 222 will be used in posting to form Cotton 254 the interest of each producer in the cotton covered thereby. Form Cotton 222 and the related form Cotton 213 will be filed in the folder for the farm. [Sec. 603 (a) 7.]

Form Cotton 250, entitled "Register of White Marketing Cards (Forms Cotton 211)," will be prepared in the county office to account for the disposition of forms Cotton 211 and forms Cotton 214 received from the State office, and will also be used as a receipt executed by the producer acknowledging the re-

ceipt by him of the particular form issued to him. Form Cotton 250 will be executed in duplicate, the original placed in a binder and retained in the County Office and the copy forwarded to the State Office upon the request of the State office. [Secs. 401 (a), 401 (c), 402 (d), 402 (e), 403 (a), 404 (a), 406.]

Form Cotton 251, entitled "County Office Record of 1938 Cotton Ginned," will be kept, on the basis of information obtained from form Cotton 216, as the record of cotton ginned from all farms in the county on which the acreage of cotton planted in 1938 is within the respective farm acreage allotments therefor and will be used to determine the total amount of cotton ginned from each such farm. Form Cotton 251 will be prepared in the original only and will be placed in a binder and retained in the county office.

Form Cotton 252, entitled "Letter of Transmittal and Receipt," will be used by the State office in transmitting all serially numbered forms to the county offices, and will also be used by the county office in forwarding unused copies of such forms to the State office, or, at the direction of the State office, to other county offices. Form Cotton 252 will be prepared in triplicate, the original and one copy forwarded to the office to which the forms are transmitted and one copy thereof retained in the files of the office sending such forms. The original of form Cotton 252 will be signed by the recipient and returned to the sender as a receipt.

Form Cotton 253, entitled "Register of Red Marketing Cards (forms Cotton 212)," will be prepared in the county office to account for the disposition of forms Cotton 212 and the related forms Cotton 213 and the disposition of forms Cotton 211-A and will be used to obtain thereon the receipt of the producer for the particular form issued to him. Form Cotton 253 will be prepared in duplicate, the original placed in a binder and retained in the county office and the copy forwarded to the State office upon the request of the State office, [Secs. 401 (d), 402 (a), 402 (b), 402 (c), 403 (b), 403 (c), 405, 406.]

Form Cotton 254, entitled "County Office Farm Record of Cotton Marketing Quotas and Penalties," will be kept in the county office as a farm account for each farm on which the cotton acreage planted is in excess of its acreage allotment in 1938. The form will serve as a record of the apportionment and reapportionment of producer marketing quotas in accordance with section 205 of the regulations and as a record of the amounts of cotton ginned and marketed, as shown by forms Cotton 216 and 213, respectively, and the amounts of the penalties remitted and refunds of amounts tendered as penalties. Form Cotton 254 will be prepared in the original only and will be placed in a binder and retained in the county office.

Form Cotton 254A, entitled "Adjustments in Producer Marketing Quotas—Computation Sheet," will be used in connection with form Cotton 254 as a computation sheet for apportioning or reapportioning producer marketing quotas in accordance with paragraph 2 or 4 of section 205 of the regulations. Form Cotton 254A will be prepared in the original only and will be placed in a binder and retained in the county office.

Form Cotton 255, entitled "Computation of Producers' Shares in Planted Acres and Normal Production," will be used in the county office to determine the share of each producer in the acreage planted to cotton in 1938 on a farm on which the acreage of cotton planted is in excess of the acreage allotment therefor and the share of each producer in the normal production of the planted acres. Form Cotton 255 will also be executed for a farm on which the acreage allotment is not exceeded if any cotton producer thereon is engaged in the production of cotton on a farm on which the acreage allotment has been exceeded if such producer will require a red marketing card on the farm where the acreage allotment has not been exceeded. This information will constitute the basis for the original apportionment of the farm marketing quota among producers in accordance with paragraph 1 of section 205 of the regulations. Form Cotton 255 will be prepared in the original only and will be placed in a binder and retained in the county office.

Form Cotton 256, entitled "Record of Cash Receipts and Disbursements—Cotton Special Deposit Trust Account," will be used by the treasurer of the county committee as a record of all funds received through the collection of penalties and the deposit of funds to secure the payment of penalties and of the disbursement of such funds as refunds to producers or as remittances of penalties to the Secretary of Agriculture, form Cotton 256 will be prepared in the original only and will be placed in a binder and retained in the county office.

Form Cotton 257, entitled "Statement of Funds Tendered in Excess of Penalty Incurred," will be used in computing the amount of money which may be

refunded to a producer in accordance with the provisions of section 508 of the regulations, and will constitute the permanent record of the determination of the county committee and the treasurer of the county committee under said section. Form Cotton 257 will be prepared in the original only and placed in a binder and retained in the county office.

Form Cotton 258, entitled "Receipt for Money Returned to Producer," will be used as a receipt to be executed by a producer acknowledging the return to him of any funds belonging to him which were tendered in payment of the penalty which was found not to have been incurred, or the refund to him of funds held in escrow to secure the payment of the penalty, as provided in sections 508 and 507, respectively, of the regulations. Form Cotton 258 will be prepared in duplicate, the original placed in the file established for such forms and the copy thereof retained by the producer.

Form Cotton 259, entitled, "Schedule of Remittances," will be used by the treasurer of the county committee in remitting to the Secretary of Agriculture the amounts of penalties remittable pursuant to section 509 of Cotton 207 and section 225 of Cotton 208, Part II. Form Cotton 259 will be prepared in triplicate, one copy retained in the files of the treasurer of the county committee, and the original and one copy forwarded to the secretary of the State committee, together with the remittance.

(d) The following is an outline of a suggested method of filing, binding, and storing marketing quota forms and other materials in the county office:

Part I.—Farm account file:

Section A. Farms planting within acreage allotments.—Adequate files shall be set up under this section for the filing of forms Cotton 209 and 211-A-t, canceled or returned forms Cotton 211 and 214, and any other related materials.

Section B. Farms planting in excess of acreage allotments.—

SUBSECTION 1. COMMUNITY "A".—One folder for each individual farm.

SUBSECTION 2. COMMUNITY "B".—One folder for each individual farm.

SUBSECTION 3. COMMUNITY "C".—One folder for each individual farm.

NOTE.—In the individual file established with respect to each farm in this section B there will be filed the copies of forms Cotton 209, 212-A, 213b, 215, 217, 221, and 222, reports of cotton on hand, correspondence, canceled or returned forms Cotton 214, 212, and 213, and other materials relating to the farms.

Part II.—Ginners' records and reports (form Cotton 216):

Section A. Gins located within the county.—One folder for each gin, numbered consecutively beginning with 1 to correspond to the serial number assigned to the gin by the county committee.

Section B.—Gins located in other counties.—

SUBSECTION 1. One folder for each gin for which records must be kept, to correspond to the serial number assigned to the gin by the county committee for the other county.

NOTE.—Files for individual gins will be arranged consecutively by the gin serial numbers officially assigned by the respective county committee. Correspondence and other materials relating to form Cotton 216 will be filed in the individual gin folders.

Part III.—Receipts and Disbursements of Funds:

Section A. Funds Received.—

SUBSECTION 1. FORM COTTON 219.—One folder for each consecutive unit of 50 receipts in numerical sequence.

SUBSECTION 2. FORM COTTON 219-A.—One folder for each consecutive unit of 50 receipts in numerical sequence.

Section B. Funds Disbursed.—

SUBSECTION 1. REFUNDS TO PRODUCERS—FORM COTTON 258.—One folder for each consecutive unit of 50 receipts in numerical sequence.

SUBSECTION 2. SCHEDULES OF REMITTANCES TO STATE OFFICE—FORM COTTON 259.—One folder for each monthly transmittal, arranged in consecutive order.

Part IV.—General:**Section A. Form Cotton 252.—****SUBSECTION 1. RECEIPTS FOR FORMS RECEIVED FROM STATE OFFICE.—**

1. Folder for forms Cotton 252 transmitting forms Cotton 211.
2. Folder for forms Cotton 252 transmitting forms Cotton 211-A.
3. Folder for forms Cotton 252 transmitting forms Cotton 212 and Cotton 213.
4. Folder for forms Cotton 252 transmitting forms Cotton 219.

Etc.

SUBSECTION 2. RECEIPT FOR FORMS RETURNED TO STATE OFFICE OR SENT TO OTHER COUNTY OFFICES.—

1. Folder for forms Cotton 252 transmitting forms Cotton 211.
2. Folder for forms Cotton 252 transmitting forms Cotton 211-A.
3. Folder for forms Cotton 252 transmitting forms Cotton 212 and Cotton 213.
4. Folder for forms Cotton 252 transmitting forms Cotton 219.

Etc.

Section B. Forms Cotton 220.—One folder for special reports of each individual buyer, labeled with his name.

Part V.—Bound registers, listing sheets, and accounts:**Binder No. 1. FORMS COTTON 250.—**

(a) Register of white marketing cards (forms Cotton 211).

(b) Register of Sea Island or American-Egyptian marketing certificates.

Binder No. 2.—FORMS COTTON 251.**Binder No. 3.—FORMS COTTON 253.—**

(a) Register of red marketing cards (forms Cotton 212).

(b) Register of forms Cotton 211-A.

Binder No. 4.—FORMS COTTON 254.**Binder No. 5.—FORMS COTTON 254-A.****Binder No. 6.—FORMS COTTON 255.****Binder No. 7.—FORMS COTTON 257.****Binder No. 8.—FORMS COTTON 218.****Binder No. 9.—FORMS COTTON 210.****Binder No. 10.—FORMS COTTON 256.****Part VI.—Stock of Blank Forms:****Section A. Forms serially numbered.—**

- | | |
|-------------------------|-------------------|
| (1) Cotton 211. | (5) Cotton 219. |
| (2) Cotton 211-A. | (6) Cotton 219-A. |
| (3) Cotton 212 and 213. | (7) Cotton 258. |
| (4) Cotton 214. | |

Section B. Forms not serially numbered.—

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|------------------|--------------------|
| (1) Cotton 209. | (11) Cotton 250. |
| (2) Cotton 210. | (12) Cotton 251. |
| (3) Cotton 212-A | (13) Cotton 252. |
| (4) Cotton 215. | (14) Cotton 253. |
| (5) Cotton 216. | (15) Cotton 254. |
| (6) Cotton 217. | (16) Cotton 254-A. |
| (7) Cotton 218. | (17) Cotton 255. |
| (8) Cotton 220. | (18) Cotton 256. |
| (9) Cotton 221. | (19) Cotton 257. |
| (10) Cotton 222. | (20) Cotton 259. |

Part VII.—ALL serially NUMBERED FORMS WHICH ARE MUTILATED OR OTHERWISE UNFIT FOR USE SHOULD BE MARKED VOID AND PLACED IN A FOLDER.

Part VIII.—THE FOLLOWING IS A LIST OF RUBBER STAMPS TO BE USED IN COUNTY OFFICES IN CONNECTION WITH THE REGULATIONS:

Stamp	Reference
1. "Penalty Secured"-----	[Sec. 402 (d)]
2. "Canceled-Sec. 402 (d)"-----	[Sec. 402 (d)]
3. "Canceled-Sec. 402 (e)"-----	[Sec. 402 (e)]
4. "One thousand pounds"-----	[Sec. 402 (e)]
5. "Reissue"-----	[Sec. 405 (b)]
6. "Duplicate"-----	[Sec. 406 (b)]
7. Full mail address of the treasurer of the county committee. ¹	

¹To be used in indicating the return address on each postal card copy of forms Cotton 211-A, 213, and 221.

SEC. 202. Publication of farm acreage allotments, normal yields, and marketing quotas.—As soon as cotton acreage allotments and normal yields established for farms in a county have been approved by the State committee, the county committee shall cause form Cotton 210 to be executed in triplicate. One copy shall be permanently kept freely available for public inspection in the county office; one copy shall be posted for not less than 30 calendar days in a conspicuous place in the county; and one copy shall be furnished to the county agent for the county, who shall keep the list permanently available for public inspection in his office. If the county is divided into two or more local administrative areas for the purpose of the cotton marketing quota provisions of the act, the farms in the county shall be grouped with regard to the administrative areas in which they are situated and listed on form Cotton 210 by such groups in order that forms Cotton 210 listing the information with respect to farms in an administrative area may be posted for not less than 30 calendar days in a conspicuous place in such area. The copy to be kept in the county office shall be placed in a binder and kept by the county committee as a permanent record.

The following information shall be entered on form Cotton 210:

1. In the spaces indicated enter the State and county code number, the name of the county, and the name of the State.

2. The information and data for each farm in the county for which a cotton acreage allotment is established shall be entered in the numerical order of the farm serial numbers within the county (or local administrative area, as the case may be), and the entries for each farm shall be made on a separate line.

3. In column A enter the serial number of the farm.

4. In column B enter the name of the operator of the farm.

5. In column C enter either the legal description or a description of the location of the farm or else the name by which it is commonly known.

6. In column D enter the final acreage allotment established for the farm as shown on forms ACP-58 or ACP-58-A (on forms NCR-209a in the North Central Region). If the acreage allotment was revised due to released cotton acreage, enter the revised acreage allotment.

7. In column E enter the normal yield per acre of lint cotton established for the farm as shown on form ACP-58-A (on NCR-209a in the North Central Region).

8. In column F enter the normal production of the farm acreage allotment obtained by multiplying the amount of the normal yield per acre entered in column E by the number of acres entered in column D. [Sec. 202.]

SEC. 203. Notice of farm acreage allotments, normal yields, and marketing quotas.—As soon as cotton acreage allotments and normal yields established for farms in the county have been approved by the State committee, the county committee shall cause forms Cotton 209 to be executed in duplicate and distributed as follows:

1. In the spaces indicated enter the State and county code number and farm serial number, the name and address of the farm operator, and either the legal description or a description of the location of the farm or else the name by which it is commonly known.

2. In item 1 enter the cotton acreage allotment established for the farm as shown in column D of form Cotton 210.

3. In item 2 enter the normal yield per acre of lint cotton established for the farm as shown in column E of form Cotton 210.

4. In item 3 enter the normal production of the farm acreage allotment as shown in column F of form Cotton 210.

5. After the county committee has approved the notice, one member of the committee shall sign it and enter the date of his signature in the spaces indicated.

6. Mail the original to the operator of the farm. It must be deposited in the United States mails in an envelope addressed to the farm operator on the day, as indicated by the date following the signature of the committeeman, on which it was signed.

7. Retain the copy in the folder for the farm.

8. A copy of the executed form Cotton 209, duly certified as true and correct by a member of the county committee or the Secretary or treasurer of the county committee, shall, upon request, be furnished without charge to any person who as operator, landlord, tenant, or sharecropper is interested in the cotton produced in 1938 on the farm. [Sec. 203.]

SEC. 204. Measurement of farms.—(a) For the purpose of the cotton marketing quota provisions, each farm for which a cotton acreage allotment was established and on which cotton was planted in 1938 shall be measured in accordance with the established procedure of the Agricultural Adjustment Administration and a record of such measurements shall be kept among the records of the county office. [Sec. 301.]

(b) The county committee shall execute in duplicate and file promptly with the State committee a written report on form Cotton 218 with respect to each farm in the county on which the acreage planted to cotton in 1938 is in excess of the acreage allotment established therefor. [Sec. 302.] The following information shall be entered on form Cotton 218:

1. In the spaces indicated enter the State and county code number, the sheet number, the total number of sheets in the report, the name of the county, and the name of the State.

2. Enter the information and data for each farm on a separate line.

3. In column A enter the serial number of the farm.

4. In column B enter the name of the operator of the farm.

5. In column C enter the name of all other cotton producers on the farm. The name of each such producer shall be entered on a separate line, and the names of all the cotton producers on the farm shall be entered on consecutive lines.

6. In column D enter the number of acres in cultivation in 1938 on the farm (most recent cropland figure available).

7. In column E enter the acreage allotment established for the farm as shown on form Cotton 210.

8. In column F enter the acreage planted to cotton in 1938 on the farm.

9. The report shall be examined by the county committee and, if found to be correct, dated and signed by a member of the committee on its behalf. The original shall be mailed to the State committee and the copy placed in a binder and kept as a permanent record in the county office.

SEC. 205. Issuing forms Cotton 211.—(a) In issuing white marketing cards pursuant to section 401 (a) of the regulations the treasurer of the county committee shall first prepare form Cotton 250 in duplicate as follows:

1. Data with respect to the issuance of each marketing card shall be tabulated on a separate line.

2. In column A enter in numerical order the farm serial numbers of all farms in the county on which the acreage planted to cotton in 1938 does not exceed the respective farm acreage allotments established therefor.

3. In column B enter in numerical order the serial numbers of the forms Cotton 211 issued, beginning with the first serial number of the forms Cotton 211 consigned to the county, except that the word "multiple" will be entered in lieu of the serial number of Cotton 211 if the operator has an interest in the cotton crop on any other farm in the county on which the acreage allotment is exceeded and a white card is not issued with respect to his share of the crop on such other farm.

4. In column C enter the name of the operator of the farm identified by the farm serial number in column A.

5. The form Cotton 211 bearing the serial number entered in column B shall be issued to the operator whose name appears on the same line in column C.

After form Cotton 250 has been prepared as indicated above, forms Cotton 211 shall be prepared as follows:

1. In the space indicated, insert the State and county code number followed by the farm serial number appearing in column A of form Cotton 250.

2. In the space indicated enter the name and full mail address of the operator of the farm.

(b) The county committee shall examine each form Cotton 211 and form Cotton 250 and, if it finds that forms Cotton 211 so prepared may be properly issued to the operators whose names appear thereon, a member of the county committee on behalf of the committee shall sign the forms Cotton 211 and enter the date of his signature. The county committee shall then issue each marketing card to the operator whose name appears thereon, who shall receipt for the marketing card by signing his name on the applicable line in column E of form Cotton 250 and entering the date of his signature in column D thereof.

(c) After forms Cotton 211 have been issued to the operators of farms planting within acreage allotments, the county committee shall, in accordance with the procedure outlined in subsections (a) and (b) of this section, issue a white marketing card (form Cotton 211) to all other producers on such farms *unless the county committee finds that the issuance of a white marketing card to any one of such producers will not serve a useful purpose.*

Each operator or producer receiving a form Cotton 211 shall promptly upon its receipt sign his name (in the style shown therein or else in his usual style in business transactions) in the space provided and enter the date of such signature opposite it.

(d) A form Cotton 211 shall not be issued under section 401 (b) of the regulations to any producer who is engaged in the production of cotton on any farm in the county on which the acreage planted to cotton in 1938 exceeds the farm acreage allotment established therefor.

SEC. 206. Issuing forms Cotton 211-A.—Forms Cotton 211-A shall, upon request of the producer, be issued by the county committee pursuant to section 401 (d) of the regulations to any producer to whom form Cotton 211 was issued who desires to market cotton by telephone, telegraph, letter, or by any means or method other than directly to and in the presence of the buyer or transferee.

A record of the issuance of form Cotton 211-A shall be kept on form Cotton 253 as follows:

1. The title shall be changed to read "Register of Forms Cotton 211-A."

2. In column A enter the serial number of the farm.

3. Make no entry in column B.

4. Change the heading of columns C and D to read "Serial Numbers of Cotton 211-A," and in columns C and D enter the first and last serial numbers, respectively, in the book of forms Cotton 211-A issued to the producer.

5. In column E enter the name of the operator or producer.

6. In the space indicated on each form Cotton 211-A in the book the treasurer of the county committee shall enter in indelible pencil, except the stamping of the address as provided in item 6 below of this paragraph, (1) the State and county code number and the serial number of the farm with respect to which forms Cotton 211-A are issued; (2) the marketing card serial number of the form Cotton 211 issued to the producer; (3) the name of the county; (4) the name of the State; (5) the name and full mail address of the operator or pro-

ducer to whom forms Cotton 211-A are issued; and (6) on the address side of each form Cotton 211-A-t, stamp the full mail address of the treasurer of the county committee beneath the words "Treasurer of the county Agricultural Conservation Committee."

7. The county committee shall examine form Cotton 253 and each form Cotton 211-A and, if found to be correct, its approval thereof shall be indicated by a member thereof signing his name on each form Cotton 211-A in the space indicated and entering the date on which it was issued (being the date of such approval).

8. The producer shall receipt for forms Cotton 211-A by signing his name in column G of form Cotton 253 and by entering the date of his signature in column F.

SEC. 207. Issuing marketing certificates for Sea Island or American-Egyptian cotton.—(a) Sea Island or American-Egyptian cotton marketing certificates (form Cotton 214) shall be issued by the county committee in accordance with the provisions of section 404 (a) of the regulations and as indicated in the form Cotton 214. The issuance of forms Cotton 214 shall be recorded on form Cotton 250 in the same manner as provided in section 205 of these instructions with respect to the issuance of white marketing cards, except that the title of form Cotton 250 shall be changed to read "Register of Sea Island or American-Egyptian Cotton Marketing Certificates."

(b) If a producer to whom form Cotton 214 is issued has on hand cotton from any previous crop the staple of which is less than $1\frac{1}{2}$ inches in length, the county committee shall, pursuant to section 401 (c) of the regulations, issue to such producer a form Cotton 211 in accordance with the procedure outlined in section 205 of these instructions, except that—

1. The words "Carry-over" shall be stamped across its face, and
2. A reference to "section 401 (c)" shall be entered in column F of the form Cotton 250 on which it is listed.

SEC. 208. Record of cotton ginned for farms planting within acreage allotments.—Cotton ginned from each farm planting within the farm acreage allotment shall be recorded on form Cotton 251 on the basis of information shown on form Cotton 216. Form Cotton 251 shall be executed, in the original only, as follows:

1. In the spaces indicated enter the State and county code number and the consecutive sheet number of form Cotton 251, starting with number 1.
2. At least one line shall be used to tabulate data with respect to each farm.
3. In column (1) enter in numerical sequence the farm serial numbers for farms in the county planting within farm acreage allotments.
4. In column (2) enter the name of the operator of the farm identified by the farm serial number in column (1).
5. In the column headed "Serial No. Cotton 216" enter the serial number of the gin followed by the report number of form Cotton 216. If the report is for a gin situated in another county, the number of the gin and report number of form Cotton 216 shall be preceded by the code number of the State and county in which the gin is situated.
6. In the column headed "Net pounds" enter the total number of net pounds (subtract 22 pounds for each square bale or 3 pounds for each round bale, respectively, on Cotton 216; do not make this subtraction if cotton was not baled), of lint cotton covered by the report which were ginned from the farm identified by the serial number in column (1). Whenever a report on form Cotton 216 shows two or more amounts ginned for producers on a single farm the sum total of such amounts shall be recorded as one entry on form Cotton 251.

SEC. 209. Establishing farm accounts for farms planting in excess of acreage allotments.—(a) An account of form Cotton 254 shall be set up for each farm in the county on which the acreage planted to cotton is in excess of the farm acreage allotment. Forms Cotton 254 will be prepared in the original only and kept in a binder in the numerical sequence of the farm account serial numbers. The following information shall be entered in part IV of form Cotton 254 at the time the account is established:

1. In line 1 enter the farm account serial number, beginning with "1" for the first account and continuing thereafter in numerical sequence. Insofar as practicable, farms planting in excess of the farm acreage allotments shall be arranged in the numerical order of the farm serial numbers for the purpose of assigning farm account serial numbers.
2. In line 2 enter the sheet number and total number of sheets required for the particular account.
3. In line 3 enter the State and county code and farm serial number.
4. In lines 4 and 5 enter the name and full mail address of the operator of the farm.

(b) A form Cotton 255 must be prepared with respect to each farm on which the acreage of cotton planted is in excess of the farm acreage allotment. Form Cotton 255 will also be executed for a farm on which the acreage allotment is not exceeded if any cotton producer thereon is engaged in the production of cotton on a farm on which the acreage allotment has been exceeded *if* such producer will require a red marketing card on the farm where the acreage allotment has *not* been exceeded. The following information shall be shown on form Cotton 255.

1. In the spaces indicated enter the State and county code number and the farm serial number and the farm account serial number, from part IV of form Cotton 254.
2. In column (1) enter in alphabetical order the names of all cotton producers on the farm except that the names of the operator and landlord, respectively, shall be entered on lines immediately following the names of all other producers.
3. In the heading of column (3) enter the normal yield per acre of lint cotton which was approved by the State committee for the farm as shown on form Cotton 209.
4. Opposite the name of each producer who works a producer unit on the farm—
 - a. In column (2) enter the number of acres planted to cotton in his producer unit;
 - b. In column (3) enter the result obtained by multiplying the number of acres in column (2) by the normal yield per acre of lint cotton for the farm;
 - c. In columns (4), (5), and (6) enter the respective fractional shares of the landlord, operator, and tenant or cropper in the planted acres shown in column (2);
 - d. In columns (7), (8), and (9) enter the respective acreage shares of the landlord, operator, and tenant or cropper in the acreage shown in column (2); and
 - e. In columns (10), (11), and (12) enter the respective shares, in pounds, of the landlord, operator, and tenant or cropper in the normal production shown in column (3).
5. The sum of the entries in column (2) must equal the total number of acres planted to cotton in 1938 on the farm. The sum of the entries in column (3) must equal the result obtained by multiplying the total number of acres planted to cotton in 1938 on the farm by the normal yield per acre of lint cotton shown in the heading of column (3). The sum of the entries in column (9) plus the total of the entries in columns (7) and (8) must equal the total acreage planted to cotton in 1938 on the farm. The sum of the entries in column (12) plus the totals of columns (10) and (11) must equal the amount shown in the total line of column (3).

6. In cases where a producer works more than one producer unit on a farm and is entitled by his lease or operating agreement to the same fractional share in the cotton crop produced on all of such units, the data with respect to all of such units shall be entered on a single line of form Cotton 255. If a producer works more than one producer unit and is entitled by his lease or operating agreement to different fractional shares in the cotton crops produced on such units, the data with respect to all of such units in which he is entitled to the different fractional share shall be entered on separate lines of form Cotton 255.

7. Forms Cotton 255 will be prepared in the original only and placed in a binder in the numerical order of the farm account serial numbers.

(c) In part I of form Cotton 254 the following information shall be entered:

1. In line 1 enter the farm acreage allotment as shown in form Cotton 209.
2. In line 2 enter the normal yield per acre of lint cotton for the farm as shown in form Cotton 209.
3. In line 3 enter the normal production of the farm acreage allotment. The entry in line 3 shall be equal to the result obtained by multiplying the entry in line 1 by the entry in line 2.
4. In line 4 enter the amount of cotton from any previous crop which the county committee finds, from actual inspection of the cotton or certificates of title thereto, that the producers on the farm have on hand which is not pledged to a private or public lender or lending agency as collateral security for a Commodity Credit Corporation cotton loan.
5. In line 5 enter the sum of the entries in lines 3 and 4.
6. In line 6 enter the number of acres planted to cotton in 1938 on the farm as shown in the total line of column (2) of form Cotton 255.

(d) In part V of form Cotton 254 the following information shall be transcribed from form Cotton 255 (where only one producer is interested in the cotton acreage form Cotton 255 need not be executed and the entire farm marketing quota will be entered in column 7 of form Cotton 254 opposite the name of such producer):

1. In column (1) enter the names of the producers on the farm in the order in which they appear on form Cotton 255. If there are producers on the farm in 1938 who have cotton on hand from any previous crop but who are not interested in the cotton crop produced on the farm in 1938 or the proceeds thereof, enter the names of such producers in column (1) after the names of all producers, including the operator and landlord, having an interest in the 1938 cotton crop, or proceeds thereof, have been listed.
2. In column (3) enter the amount of cotton from any previous crop which the county committee finds, from actual inspection of the cotton or certificates of title thereto, that each producer has on hand which is not pledged to a private or public lender or lending agency as collateral security for a Commodity Credit Corporation cotton loan. The total of column (3) shall equal the amount in line 4 of part I of form Cotton 254.
3. In column (4) enter the fractional share, of each producer, in the acreage planted to cotton in 1938 on the farm, as shown in columns (4), (5), and (6) of form Cotton 255. If a producer is entitled by his lease or operating agreement to different fractional shares in the cotton crops produced on the producer units worked by him, enter each such fractional share in column (4).
4. In column (5) enter the share of each producer in the acres planted to cotton in 1938 on the farm as shown in columns (7), (8), and (9) of form Cotton 255. Enter the total of the entries in column (5) on the total line of column (5) on the last sheet of the farm account. The total of the entries in column (5) must equal the number of acres shown on the total line of column (2) of form Cotton 255.
5. In column (6) enter the share of each producer in the normal production of the acreage planted to cotton in 1938 on the farm as shown in columns (10), (11), and (12) of form Cotton 255. Enter the total of the entries in column (6) on the total line of column (6) on the last sheet of the farm account. The total of the entries in column (6) must equal the amount entered in the total line of column (3) of form Cotton 255.

(e) If form Cotton 212 is to be issued to the operator of a farm for all producers on the farm, as provided in section 402 (b) of the regulations, form Cotton 212-A must be executed by the operator and all other producers on the farm. In order to avoid the issuance of forms Cotton 212 to all producers on a farm with respect to which form Cotton 212-A will be executed, the county committee should ascertain at the earliest opportunity whether or not a red marketing card will be issued to each producer on the farm or whether all producers on the farm will elect, under the provisions of section 402 (b) of the regulations, to have form Cotton 212 issued only to the operator of the farm.

SEC. 210. Apportioning producer marketing quotas under paragraph 1 of section 205 of the regulations.—(a) The farm marketing quota expressed in terms of the normal production of the farm acreage allotment, as shown in line 3 of part I of form Cotton 254, shall be apportioned under paragraph 1 of section 205 of the regulations among producers on each farm planting in excess of the acreage allotment. In carrying out the provisions of said paragraph 1, the following entries shall be made in part V of form Cotton 254:

1. In the space provided in the heading of column (7) enter the percentage figure, carried to 4 decimal places, obtained by dividing the normal production of the acreage allotment for the farm, as shown in line 3 of part I of form Cotton 254, by the normal production of the acreage planted to cotton in 1938 on the farm, as shown in the total line of column (6).

2. In column (7) enter each producer's share in the normal production of the farm acreage allotment obtained by multiplying the entry in column (6) for such producer by the percentage figure entered in the heading of column (7). The sum of the entries in column (7) must equal the amount entered in line 3 of part I of form Cotton 254.

(b) If one or more producers on the farm should complain in writing to the county committee that the apportionment of the farm marketing quota among producers, as determined under subsection (a) of this section, is not fair and equitable, the county committee may reapportion the farm marketing quota among the producers on the farm as provided in paragraph 3 of section 205 of the regulations. If such reapportionment is made, a notation to that effect shall be made on form Cotton 255 and a memorandum, signed by a member of the county committee, setting forth the basis for the determination of the county committee in reapportioning producer marketing quotas, shall be filed in the folder for the farm. In such case the producer marketing quotas entered in column (7) of part V of form Cotton 254 in accordance with subsection (a) of this section shall be circled and the amount of each producer marketing quota as reapportioned by the county committee shall be entered in column (7) above the circled figure.

SEC. 211. Issuing red marketing cards (forms Cotton 212) and issuing cotton marketing records and penalty receipts (forms Cotton 213).—(a) After the farm accounts provided for in section 209 of these instructions and the apportionment of producer marketing quotas under paragraph 1 of section 205 of the regulations have been made as required in section 210 of these instructions, in case the penalty to be incurred with respect to the marketing of cotton has not been secured by a bond or funds held in escrow, the county committee shall issue forms Cotton 212 in accordance with section

402 (a) or section 402 (b) of the regulations. Each form Cotton 212 issued shall be prepared as follows:

1. In the spaces indicated enter the State and county code number and the serial number for the farm.

2. In the blank space between the words "This is to certify that" and "pounds of lint cotton" enter, if form Cotton 212 is issued pursuant to section 402 (a) of the regulations, the sum of the entries in columns (3) and (7) of part V of form Cotton 254 for the producer to whom it is issued, or, if form Cotton 212 is issued to the operator of the farm pursuant to section 402 (b) of the regulations, the sum of the entries in the total line of columns (3) and (7) of part V of form Cotton 254.

3. Write in "Words" in the space above the signature of the county committeeman on form Cotton 212 the amount of the marketing quota shown on form Cotton 212; for example: "Two thousand pounds."

4. In the spaces indicated enter the name and full mail address of the farm operator.

(b) Each set of forms Cotton 213 in the book accompanying form Cotton 212 shall be prepared at the time it is issued as follows:

1. All entries on form Cotton 213 which are to be made in the county office shall be made with indelible pencil except the stamping of the address of the treasurer of the county agricultural conservation committee on the postal card copy.

2. In the spaces indicated enter (1) the marketing card serial number of the form Cotton 212 which accompanies the book of form Cotton 213; (2) the State and county code and farm serial number; (3) the name of the county; (4) the name of the State; and (5) the name and full mail address of the producer to whom issued.

3. In line 1, part I of the first set of forms Cotton 213 in each book enter the amount of the marketing quota which is shown on the form Cotton 212 which accompanies the book of forms Cotton 213.

4. On the address side of each form Cotton 213b stamp the full mail address of the treasurer of the county committee beneath the words "Treasurer of County Agricultural Conservation Committee."

(c) A record of the issuance of all forms Cotton 212 and the related forms Cotton 213 shall be kept on form Cotton 253 prepared in duplicate as follows:

1. Tabulate on a separate line the data with respect to the issuance of each form Cotton 212 and book of forms Cotton 213. Forms Cotton 212 and the data in connection with the issuance thereof shall be listed strictly in the numerical order of the printed serial numbers appearing thereon. If a form Cotton 212 and book of forms Cotton 213 are to be issued to each producer on a farm, all forms Cotton 212 to be issued to such producers shall be listed on form Cotton 253 on consecutive lines.

2. In the spaces indicated enter the State and county code number, the sheet number, the name of the county, and the name of the State.

3. In column A enter the serial number of the farm.

4. In column B enter the serial number of the form Cotton 212.

5. In columns C and D enter the first and last serial numbers, respectively, of forms Cotton 213 which are in the same book and accompany the form Cotton 212.

6. In column E enter the name of the operator or producer to whom form Cotton 212 and the related forms Cotton 213 are issued.

(d) The county committee shall examine each form Cotton 212, 213, and 253 and, if found to be correct, a member thereof shall, on its behalf, sign form Cotton 212 in the space provided and enter the date of his signature. The operator or producer to whom form Cotton 212 and forms Cotton 213 are issued shall receipt therefor by signing his name in column G of form Cotton 253 and entering the date of his signature in column F thereof. The operator or producer to whom the market-

ing card is issued shall also countersign such card on the line provided therefor at the time he receives it and enter the date thereof opposite.

(e) In cases where the number of transactions in which a producer markets cotton will be in excess of the number of sets of form Cotton 213 contained in the book accompanying the form Cotton 212 issued to him and an additional form Cotton 212 and forms Cotton 213 are not to be issued under section 402 (c), section 405, or section 406 of the regulations, the county committee shall, upon request of the producer, issue an additional book of forms Cotton 213 and the form Cotton 212 accompanying it, in accordance with the procedure outlined in subsections (a), (b), (c), and (d) of this section, except that:

1. The amount of the producer marketing quota or farm marketing quota, as the case may be, entered on the new form Cotton 212 shall be the same as that shown on the previous form Cotton 212. If the particular book is the second book issued to the producer the word "Second" shall be entered on the face of form Cotton 212. Similarly, the issue number of each subsequent book issued to a producer in accordance with the provisions of this subsection shall be entered on the face of form Cotton 212; as, for example, "Third" or "Fourth."

2. In line 1, part I, of the first set of the forms Cotton 213 in the new book enter the unused portion, if any, of the marketing quota as shown in line 3 of the last form Cotton 213a contained in the book previously issued. If there is no unused marketing quota the word "None" shall be entered in line 1, part I, of the first set of forms Cotton 213 in the new book.

3. In column H of form Cotton 253 enter the word "Second" or "Third," etc., as the case may be, and the serial number of the forms Cotton 212 previously issued to the producer.

SEC. 212. Penalties secured by bonds or money held in escrow.—

(a) Forms Cotton 211 may be issued pursuant to section 402 (d) of the regulations to producers on a farm on which the acreage planted to cotton is in excess of the farm acreage allotment if the owner or operator of such farm secures the payment of the total estimated penalty to be incurred by depositing funds to be held in escrow or by executing a bond of indemnity on form Cotton 215 as provided in section 507 of the regulations. The amount of the estimated penalty shall be determined by the county committee in strict accordance with section 507 (c) of the regulations, and a memorandum containing the details of such determination signed by a member of the county committee shall be filed in the folder for the farm. A bond or funds tendered to secure payment of the penalty shall not be accepted, as provided in said section 507 (e), if a producer on a farm with respect to which the penalty is sought to be secured has an interest in the cotton crop produced on more than one farm in the county on which cotton is planted in excess of the farm acreage allotment unless a bond or funds to secure payment of the penalty are offered and accepted with respect to all of such farms.

(b) If funds are tendered to be held *in escrow* to secure payment of the penalty, the treasurer of the county committee shall issue a receipt for such funds on form Cotton 219 prepared in duplicate as follows (all checks, drafts, or money orders should be payable to the treasurer of the county committee):

1. In the space provided enter the State and county code number.

2. Above the words "(Name of remitter)" and "(Full mail address)" enter the name and address, respectively, of the owner or operator who deposited the funds.

3. In the space following the words "the sum of" enter the amount of the funds deposited.

4. Draw a line through the words "in payment of the penalty."

5. Make no entry in the space following the words "the marketing by."

6. In the space following the words "identified by serial number" enter the farm serial number.

7. If the funds received are in the form of cash, enter the word "Cash" in the column headed "Drawer."

If the funds are in the form of checks, drafts, or money orders, describe each check, draft, or money order by entering in the columns headed "Date," "Drawer," "Drawee," and "Amount" the date, name of drawer, name of drawee, and amount, respectively, of the check, draft, or money order. The name of the "drawer" is the name of the owner or operator who signs the check or obtains the money order. The name of the drawee is the name of the bank on which the check is drawn or, in the case of a postal money order, the name of the drawee should be indicated by the letters "USPMO", followed by the name of the issuing post office.

If cash and checks, drafts, or money orders are received, enter the word "Cash" in the first line of the column headed "Drawer" and describe the checks, drafts, or money orders in the remaining lines of the columns indicated.

After the word "total" enter the sum of the cash, checks, drafts, and money orders.

8. After the dollar mark above the word "Amount" enter the total amount of the funds received.

9. The treasurer of the county committee shall sign the original and copy and enter the date of his signature. The original shall be delivered or forwarded to the remitter and the copy retained by the treasurer of the county committee in the folder for such forms.

10. The funds received shall be deposited immediately in the special deposit account in accordance with the procedure outlined in section 224 of these instructions.

(c) If a bond on form Cotton 215 is executed by the owner or operator and two sureties, the county committee shall verify the sufficiency and form of the bond and indicate its approval as follows:

1. In the spaces provided enter the State and county code and farm serial number and the bond serial number. The bond serial number shall be number "1" for the first bond approved and continue thereafter in numerical sequence for bonds subsequently approved.

2. Determine that—

a. The name of the owner or operator of the farm appears thereon as principal;

b. The names of the county and State have been entered;

c. The names of the two sureties have been entered;

d. The amount of the principal sum entered is not less than the estimated amount of the penalty to be incurred;

e. The date and place of execution are properly shown;

f. The amount of cotton estimated to be produced in excess of the farm marketing quota, determined as provided in section 507 (c) of the regulations, has been entered;

g. The signatures and addresses of the principal and two sureties appear thereon and agree with the names entered above in the body of the bond;

h. The signatures of the principal and two sureties were witnessed by two disinterested persons who entered their signatures and addresses in the spaces provided; and

i. The "Justification of Sureties" has been completed and executed and acknowledged before a proper officer.

3. If the county committee finds that the bond has been properly executed and that, to the best of their knowledge and belief, the sureties are good and sufficient, the "certificate of county committee" shall be executed by a member of the committee.

4. The original shall be delivered to the treasurer of the county committee, one copy retained by the principal, and one copy retained by each of the sureties.

(d) The treasurer of the county committee shall record the receipt of the funds or the approval of the bond in part II of form Cotton 254 as follows:

1. In line 1 enter the serial number assigned to the bond. Make no entry in line 1 if funds were deposited to be held in escrow.

2. In line 2 enter the printed serial number of the form Cotton 219. Make no entry in line 2 if a bond of indemnity (form Cotton 215) was executed.

3. In line 3 enter the amount of the funds held in escrow as shown by the form Cotton 219 or the principal sum of the bond.

(e) The treasurer of the county committee shall record the receipt of the funds to be held in escrow in part II of form Cotton 256 as follows:

1. In column (1) enter the date on which the funds were received as indicated by the date of the form Cotton 219.

2. In column (2) enter the printed serial number of the form Cotton 219.

3. In column (3) enter the farm account serial number of the farm as shown on the form Cotton 254.

4. In column (4) enter the amount of the funds received as shown on the form Cotton 219.

5. If the checks, drafts, or money orders received are not honored upon presentment for payment, a contra entry in red, duplicating the information previously entered in part II of form Cotton 256, shall be made in columns (1) through (4) of part II of form Cotton 256, or if they were not paid at par the same contra entry in red shall be made except that the contra entry in red to be entered in column (4) shall be the difference between the amounts of the checks, drafts, or money orders and the amounts for which they were honored.

6. If the owner or operator redeposits the amount of the dishonored checks, drafts, or money orders, or deposits the difference between their face value and the amount for which they are honored, the procedure outlined above in this section shall be followed, except that such owner or operator shall be required to surrender the form Cotton 219 previously issued to him and the printed serial number of the new form Cotton 219 shall be entered in line 2 of part II of form Cotton 254 above the serial number of the form Cotton 219 previously issued.

7. If the checks, drafts, or money orders were not honored at par and the owner or operator fails or refuses to deposit the difference between their face value and the amount for which they were honored, the amount for which they were honored shall be returned to the owner or operator by a check drawn against the special deposit account in accordance with section 224 of these instructions and the following entries made in form Cotton 256:

a. In column (5) enter the current date.

b. In column (6) enter the serial number of the form Cotton 219 issued with respect to the remittance followed by a dash (—) and the sheet number of the form Cotton 256 on which it was recorded.

c. In column (7) enter the farm account serial number as shown on form Cotton 254.

d. In column (8) enter the amount for which the checks, drafts, or money orders were honored.

e. In column (9) enter the current date.

f. In column (10) enter the reference number for the transaction which was entered in column (6).

g. Make no entry in column (11).

h. In column (12) enter the farm account serial number as shown on form Cotton 254.

i. In column (13) enter the amount of the transaction which was entered in column (8).

j. In column (14) enter the date of the check drawn by the treasurer of the county committee payable to the owner or operator.

k. In column (15) enter the number of such check.

l. In column (16) enter the farm account serial number as shown on form Cotton 254.

m. Make no entry in column (17).

n. In column (18) enter the name of the owner or operator to whose order the check is drawn.

o. In column (19) enter the amount previously entered in columns (8) and (13) which shall also agree with the amount of the check drawn payable to the order of the owner or operator.

(f) If forms Cotton 212 and 213 were issued to producers on the farm prior to the execution of the bond or the depositing of the funds to be held in escrow, the forms Cotton 212 and 213 must be returned to the county committee prior to the time any forms Cotton 211 are issued. The forms Cotton 212 shall be canceled by stamping across the face thereof in bold letters the legend "Canceled—Sec. 402 (d)" and the same legend shall be so stamped or endorsed on each unused set of forms Cotton 213 in the book accompanying the form Cotton 212. In column H of form Cotton 253 on the same line with the serial number of the form Cotton 212 enter the legend "Sec. 402 (d)." The cancelation of form Cotton 212 and unused forms Cotton 213 shall not affect the forms Cotton 213 executed previously, and forms Cotton 213b executed and returned to the county office shall be posted and filed in the manner outlined in section 221 of these instructions. The canceled forms Cotton 212 and 213 shall be filed in the folder for the farm. (Wherever in these instructions the word "stamped" or "stamp" is used, if a rubber stamp for the purpose is not available, it will suffice to make the endorsement in writing or printing in bold letters.)

(g) After the bond of indemnity on form Cotton 215 has been approved or after the funds tendered to be held in escrow are held in the special deposit account and any forms Cotton 212 and 213 theretofore issued have been canceled, the county committee shall issue forms Cotton 211 to the producers on the farm in accordance with section 205 of these instructions except that:

1. In column F of form Cotton 250 enter the legend "Sec. 402 (d)."

2. Stamp the words "Penalty secured" across the face of each form Cotton 211, and

3. Enter the words "Cotton 211" and the serial number of the form Cotton 211 in column (2) of form Cotton 254.

(h) If the county committee finds that the actual production in 1938 of the acreage planted to cotton on the farm as estimated pursuant to section 507 (c) of the regulations will not exceed the normal production of the farm acreage allotment, the county committee shall not approve the bond or accept the funds tendered to secure payment of the penalty and may, if the circumstances warrant it, issue forms Cotton 211 to the producers on the farm as otherwise indicated in this section.

SEC. 213. Farms producing less than 1,000 pounds of lint cotton.—Forms Cotton 211 may be issued pursuant to section 402 (e) of the regulations to producers on a farm on which cotton was planted in excess of the farm acreage allotment if the county committee finds that the total amount of lint cotton produced thereon in 1938 does not exceed 1,000 pounds or estimates that the total amount of lint cotton to be produced thereon in 1938 will not exceed 1,000 pounds. A memorandum containing the details of such determination, signed by a member of the county committee, shall be filed in the folder for the farm. If forms Cotton 212 and 213 were issued to producers on the farm prior to such determination of the county committee, the forms Cotton 212 and 213 must be returned to the county committee

prior to the issuance of any forms Cotton 211. The forms Cotton 212 shall be canceled by stamping across the face thereof the legend "Canceled—Sec. 402 (e)," and the same legend shall be stamped on each unused set of forms Cotton 213 in the book accompanying the form Cotton 212. In column H of form Cotton 253, on the same line with the serial number of the form Cotton 212, enter the legend "Sec. 402 (e)." The canceled forms Cotton 212 and 213 shall be filed in the folder for the farm. The cancellation of form Cotton 212 and unused forms Cotton 213 shall not affect forms Cotton 213 executed previously and forms Cotton 213b executed and returned to the county office shall be posted and filed in the manner outlined in section 221 of these instructions. After forms Cotton 212 and 213 issued have been canceled, the county committee shall issue forms Cotton 211 to the producers on the farm in accordance with the procedure outlined in section 205 of these instructions except that:

1. In column F of form Cotton 250 enter the legend "Sec. 402 (e)."
2. Stamp the words "One thousand pounds" across the face of each form Cotton 211, and
3. Enter the words "Cotton 211" and the serial number of the form Cotton 211 in column (2) of form Cotton 254.

SEC. 214. Issuing Forms Cotton 221.—Any producer to whom forms Cotton 212 and 213 were issued shall be furnished, upon request, blank forms Cotton 221 to be executed as provided in sections 408 (f), 503 (c), and 602 (a) 2 of the regulations in connection with any cotton produced by him in 1938 the staple of which is $1\frac{1}{2}$ inches or more in length. When form Cotton 221b has been executed and returned to the treasurer of the county committee, the total number of net pounds covered thereby shall be posted to part VI of form Cotton 254 as a contra entry in red as follows:

1. On line (a) opposite the producer's name in the next available column entitled "Reference No." enter the words "Cotton 221."
2. On line (a) opposite the producer's name in the next available column entitled "Net pounds" enter the total net weight of the cotton covered by the form Cotton 221.
3. File the form Cotton 221b in the folder for the farm.

SEC. 215. Forms Cotton 212 and 213 for cotton pledged as collateral for a Commodity Credit Corporation cotton loan.—A form Cotton 212 and book of forms Cotton 213 may, upon request, be issued by the county committee to any producer who has previously been issued a form Cotton 212 and corresponding forms Cotton 213 and who desires to market cotton pledged as collateral security for a Commodity Credit Corporation cotton loan held by a private or public lender or lending agency. The form Cotton 212 and book of forms Cotton 213 shall be issued in accordance with section 211 of these instructions, except that:

1. The poundage to be entered in the blank space of form Cotton 212 between the words "This is to certify that" and "pounds of lint cotton" shall be the net weight of the bales which the producer states are to be withdrawn from the loan and marketed, and the words "Loan cotton" written in bold characters across its face,
2. In column H of form 253 enter the words "Loan cotton," and
3. If an entry appears in column (3) of part V of form Cotton 254 opposite the producer's name, circle the entry and enter the sum of the circled entry and the number of pounds entered on the form Cotton 212 immediately above the circled entry, or, if no entry appears in column (3) of part V of form Cotton 254, enter therein the number of pounds entered on the form Cotton 212.

SEC. 216. Multiple farms.—(a) As provided in section 403 (c) of the regulations, in case a producer is engaged in 1938 in the production of cotton on more than one farm in a county and the acreage planted to cotton in 1938 on one or more but not all of such farms is in excess of the farm acreage allotment therefor, a white marketing card (form Cotton 211) shall not be issued under the provisions of section 401 of the regulations to such producer with respect to any such farm on which the acreage planted is within the farm cotton acreage allotment. If the producer will require a marketing card with respect to any of such farms planting within the farm acreage allotment, the county committee shall prepare farm accounts for such farms as outlined in section 209 of these instructions and apportion the marketing quota for such farm as outlined in section 210 of these instructions and issue a form Cotton 212 and a book of forms Cotton 213 to such producer as outlined in section 211 of these instructions. Above the title of form Cotton 254 so prepared insert the words "Multiple farm." In column H of form Cotton 253 enter the legend "Sec. 403 (c)." Forms Cotton 211 shall nevertheless be issued under section 401 (a) of the regulations to all other producers on such farm not so situated. In column (2) of part V of form Cotton 254 enter the serial number of the form Cotton 212 issued to such producer, preceded by the legend "Cotton 212," and enter the serial numbers of the forms Cotton 211 issued to all other producers on the farm preceded by the legend "Cotton 211." In all other respects the procedure outlined in these instructions for a farm planting in excess of the farm acreage allotment shall be applicable to any farm with respect to which such producer is issued forms Cotton 212 and 213.

(b) In case a producer is engaged in 1938 in the production of cotton on more than one farm in a county, each such farm shall be considered separately for the purposes of these instructions and all records and accounts in connection therewith shall be kept separate from the records and accounts for all other such farms except as provided in subsection (a) of this section.

SEC. 217. Lost, destroyed, or stolen marketing cards.—(a) In case any form Cotton 211 or form Cotton 212 and forms Cotton 213 are lost, destroyed, or stolen, the county committee may reissue such forms to the producer in accordance with section 406 of the regulations. A copy of the notices of cancelation, other correspondence, and a memorandum of any findings of the county committee in connection with the loss, destruction, or theft of such forms shall be filed in the folder for the farm.

(b) In case a lost, destroyed, or stolen form Cotton 211 is to be replaced, the county committee shall issue form Cotton 211 in accordance with the procedure contained in section 205 of these instructions, except that:

1. The word "Duplicate" shall be stamped across the face of the newly issued form Cotton 211.

2. The legend "Sec. 406" shall be entered in column F of form Cotton 250 opposite the entry showing the issuance of the duplicate form Cotton 211.

3. The legend "Canceled-Sec. 406" shall be entered in column F of form Cotton 250 opposite the serial number of the lost, destroyed, or stolen form Cotton 211.

(c) In case a lost, destroyed, or stolen form Cotton 212 and book of forms Cotton 213 are to be replaced, the county committee shall issue

forms Cotton 212 and 213 in accordance with the procedure contained in section 211 of these instructions, except that:

1. The amount of the producer marketing quota or farm marketing quota, as the case may be, entered on the new form Cotton 212 shall be the same as that shown on the lost, stolen, or destroyed form Cotton 212 and the word "Duplicate" shall be stamped across the face thereof.

2. In line 1, part I, of the first set of the forms Cotton 213 in the new book enter the unused portion, if any, of the marketing quota entered in form Cotton 212. If there is no unused marketing quota the word "None" shall be entered in line 1, part I, of the first set of forms Cotton 213 in the new book. In determining the amount of the unused portion of the marketing quota, the county committee shall take into consideration the amount of cotton ginned and marketed by the producer as reported on forms Cotton 216 and 213b and recorded in part VI of form Cotton 254 together with any additional information which may be required.

3. In column H of form Cotton 253 enter the legend "Sec. 406" opposite the entry showing the issuance of the duplicate.

4. The legend "Canceled-Sec. 406" shall be entered in column H of form Cotton 253 opposite the serial numbers of the lost, destroyed, or stolen forms Cotton 212 and 213.

SEC. 218. Records of cotton ginned on farms planting in excess of acreage allotments.—The amount of cotton ginned from each farm on which cotton is planted in excess of the farm acreage allotment shall be recorded on form Cotton 254 on the basis of information shown on forms Cotton 216. The data shown on form Cotton 216 shall be posted to part VI of form Cotton 254 as follows:

1. On line (a) in the column entitled "Reference No." enter opposite each producer's name the serial number of the gin, followed by the report number shown on the form Cotton 216. If the report is from a gin situated in another county, the number of the gin and the report number of the form Cotton 216 shall be preceded by the code number of the State and county in which the gin is situated. The reference to the first report covering cotton ginned by a producer will be entered on line (a) in column (8), and the reference to subsequent reports will be entered in consecutive order on line (a) of the columns headed "Reference No." of columns (10) through (18).

2. On line (a) of the column entitled "Net pounds" enter opposite each producer's name the total number of net pounds of lint cotton which were ginned by or for him covered by the report. The share of each producer in each bale of cotton reported on form Cotton 216 shall be determined according to his fractional share therein as indicated in form Cotton 255. The net weight of each bale shall be obtained by subtracting from the gross weight of the bale, as shown in column G of form Cotton 216, 22 pounds for a square bale and 3 pounds for a round bale on account of bagging and ties. The amount of cotton ginned by or for the producer as shown in the first report will be entered on line (a) in column (9), and the amounts shown in subsequent reports will be entered in consecutive order on line (a) of the columns headed "Net pounds" of columns (11) through (19). Only one column of form Cotton 254 should be used for each producer in recording his cotton covered by a single report on form Cotton 216. If the entry in column (4) of part V of form Cotton 254 indicates that the producer works more than one producer unit and that he is entitled to different shares in the cotton crops produced thereon, the cotton reported on form Cotton 216 as having been ginned by him shall not be posted to part VI of form Cotton 254 until a statement of the shares of all other producers in such cotton crops is obtained from such producer or elsewhere.

3. When all the cotton produced by or for any one producer on a farm has been ginned the sum of the entries on line (a) in the columns entitled "Net pounds" for such producer shall be entered in column (20). If a contra entry in red has been made on line (a) in part VI in connection with form Cotton 221, the amount to be entered in column (20) shall be the sum of the entries not made in connection with form Cotton 221 minus the sum of the contra entries.

SEC. 219. Handling reports from ginner.—(a) After the information for farms in the county has been posted to forms Cotton 251 and 254, a form Cotton 216 shall be prepared in the county office with

respect to cotton produced on farms located in other counties. A separate form Cotton 216 shall be prepared for each ginner's report with respect to the farms located in each of the other counties. The following information shall be entered on each form Cotton 216 so prepared:

1. Above the title of form Cotton 216 enter the word "Extract."
2. In the spaces indicated enter the State and county code numbers for the State and county in which the gin is situated; the sheet number and the number of sheets which will be required to list the farms located in other counties; the period covered by the ginner's report from which the information is being taken; the name and full mail address of the gin; the name of the manager of the gin; the serial number assigned to the gin; and the number of the report from which the information is transcribed.
3. The information appearing in columns A through G for cotton ginned from farms located in the other county shall be transcribed exactly as it appears on the form Cotton 216 submitted by the ginner.
4. The treasurer of the county committee shall sign his name and enter his title and the date of his signature below the entries made in columns A through G.
5. The original so prepared shall be mailed to the treasurer of the county committee for the county in which the farms are located, and the yellow copy retained in the county office in which it is prepared.

(b) The originals of forms Cotton 216 submitted by each ginner and the copies thereof prepared as outlined in subsection (a) of this section shall be filed in the numerical order of the report numbers in the folder for each gin. In order to have a convenient record of the reports submitted or due from each ginner, it is suggested that a type-written form such as the following be prepared and attached to the folder for each gin and posted at the time each report is submitted.

Name of gin..... Serial No. of gin.....

Report No.	Period		Date received	Report No.	Period		Date received
	From	Through			From	Through	
1.....				7.....			
2.....				8.....			
3.....				9.....			
4.....				10.....			
5.....				11.....			
6.....				12.....			

(c) If the report on form Cotton 216 is incomplete or in error, the ginner submitting the report should be notified by letter of the omission or error and requested to submit a correctly prepared report. The incorrectly prepared report should be marked on its face "Incorrect" and placed in the folder for the gin with a copy of the letter notifying the ginner of the omission or error stapled to it.

(d) The treasurer of the county committee shall furnish each ginner with postage stamps to cover the expense of submitting reports on form Cotton 216. Since the amount of postage required for each report cannot be determined in advance, arrangements should be made with the ginner whereby the postage stamps may be furnished to him in advance to be used as the need arises, or whereby the ginner may be reimbursed from the administrative expense funds of the county committee for the postage expense incurred by him upon the basis of a detailed statement of such expenses presented to the county committee at the end of the season. Where postage stamps are furnished in

advance, a postage account should be set up for each ginner and filed in the folder for the gin. The postage account should show (1) the value of the stamps advanced and (2) the value of the stamps used in transmitting each report. The portion of the envelope bearing the canceled postage stamps should be detached and identified with the gin and the report number and filed in the folder to substantiate the postage account. Each ginner must also give receipts for the postage stamps advanced, which shall be filed in the folder for the gin to substantiate the postage account.

SEC. 220. Apportionment and reapportionment of producer marketing quotas.—(a) After producer marketing quotas have been apportioned as set forth in section 210 of these instructions, a final apportionment or reapportionment of the farm marketing quota will be made on the basis of the share of each producer in the actual production in 1938 of the acreage planted to cotton on the farm. Intermediate apportionments or reapportionments may also be made upon request of the operator of the farm before the final apportionment or reapportionment if the county committee finds it to be justifiable because (1) the records of the actual production of cotton on the farm as shown by reports entered in part VI of form Cotton 254 of cotton ginned indicate that the actual average yield per acre of lint cotton in 1938 for the farm is substantially in excess of the normal yield per acre of lint cotton approved for the farm so that the amount of the farm marketing quota may be increased as set forth in section 201 (b) of the regulations or (2) one or more of the producers on the farm has harvested all cotton produced in 1938 by or for him on the farm and the amount of the producer marketing quota apportioned to him under section 210 of these instructions is in excess of his share in the actual production and one or more of the other producers on the farm has produced or is producing more than the producer marketing quota theretofore apportioned to him. In making either an intermediate or a final apportionment or reapportionment of the farm marketing quota, two provisos must be observed; namely, (1) no producer on the farm who produces more than the amount of the producer marketing quota previously apportioned to him shall have such producer marketing quota reduced and (2) that amount of the producer marketing quota of any producer which is in excess of his share in the actual production in 1938 on the farm shall be reapportioned to the other producers on the farm if there is any need therefor. In making apportionments or reapportionments of the farm marketing quota among the producers on a farm the provisions of section 205 of the regulations shall be followed.

(b) If the county committee determines that an intermediate apportionment or reapportionment of the farm marketing quota is justifiable, form Cotton 254-A shall be prepared in the original only, as follows:

1. Above the title of the form enter the word "Intermediate."
2. In the spaces indicated enter the farm account serial number as shown on form Cotton 254 and the sheet number and number of sheets of form Cotton 254-A.
3. In column (1) enter the names of all producers on the farm in the order in which they appear on form Cotton 254.
4. In column (2) transcribe the information appearing in column (6) of form Cotton 254 for each producer.

5. In column (3) transcribe the information appearing in column (7) of form Cotton 254 for each producer.

6. In the heading of column (4) of the first sheet enter the date on which the actual production was determined.

7. In column (4) enter the amount of cotton ginned by each producer on the farm—that is, the sum of the entries appearing on line (a) in the columns entitled "Net pounds" of part VI of form Cotton 254 minus the sum of the contra entries. Place a red check mark to the right of the figure in column (4) for each producer on the farm whose actual total production, or share therein, is shown in column (4).

8. The total of the entries in column (4) shall be entered in line 9 of column 4 of the last sheet of form Cotton 254-A. The total so determined shall be divided by the number of acres planted to cotton in 1938 on the farm as shown in line 6 of part I of form Cotton 254 and the resulting average yield per acre shall be entered in the space provided in the heading of column (4).

9. Multiply the number of acres in the farm acreage allotment as shown in line 1 of part I of form Cotton 254 by the greater of the following:

(1) The average yield per acre shown in the heading of column (4) of form Cotton 254-A or

(2) The normal yield per acre approved for the farm as shown in line 2 of part I of form Cotton 254.

Enter the result obtained on line 9 in column (5).

10. Divide the entry on line 9 in column (5) by the entry on line 9 in column (2) and enter the resulting percentage, carried to four decimal places, in the space provided in the heading of column (5).

11. Multiply each entry in column (2) by the percentage figure in the heading of column (5) and enter the results obtained on the respective lines in column (5). The sum of the entries in column (5) must equal the total shown on line 9 in column (5).

12. If, as a result of the computations made under paragraph 11 of this subsection, the entry for any producer in column (5) is less than the entry for such producer in column (3), and the entry in column (5) is also less than the entry in column (4), so that proviso number (1) in subsection (a) of this section is applicable, enter in column (6) the amount by which the entry in column (3), or the entry in column (4), whichever is the smaller, exceeds the entry in column (5). The amount so entered in column (6) shall be preceded by a plus sign (+) and the entry circled.

13. If, as a result of the computations made under paragraph 11 of this subsection, the entry in column (5) for any producer for whom a red check mark was made to the right of the entry in column (4) exceeds the entry in column (4) so that proviso number (2) in subsection (a) of this section is applicable, the amount by which the entry in column (5) exceeds the entry in column (4) shall be entered in column (6). The entry so made in column (6) shall be preceded by a minus sign (—) and circled.

14. Take the algebraic sum of the circled plus and minus figures in column (6) and enter the result on line 9 of column (6). If the sum of the minus figures exceeds the sum of the plus figures, the algebraic sum so entered shall be preceded by a minus sign and circled. If the sum of the plus figures exceeds the sum of the minus figures, the algebraic sum so entered shall be preceded by a plus sign and circled.

15. In column (6) extend the figures shown in column (5) which were not affected by either of the provisos as outlined in paragraphs 12, 13, and 14 of this subsection and enter the sum of such figures on line 9 in column (6) beneath the circled algebraic sum.

16. Divide the circled algebraic sum entered on line 9 in column (6), as determined in accordance with paragraph 14 of this subsection, by the uncircled sum entered on line 9 in column (6), as determined in accordance with paragraph 15 of this subsection, and enter the resulting percentage figure, carried to four decimal places, on line "a" of column (6).

17. If the circled algebraic sum entered on line 9 in column (6) is preceded by a minus sign, add the percentage entered on line "a" in column (6) to 100 percent and enter the result on line "b" in column (6) and in the heading of column (7). If the circled algebraic sum entered on line 9 in column (6) is preceded by a plus sign, subtract the percentage entered on line "a" in column (6) from 100 percent and enter the result on line "b" in column (6) and in the heading of column (7).

18. In column (7), enter the amounts shown in column (3) or column (4), whichever is the smaller, if the circled figure shown in column (6) is a plus amount as provided in paragraph 12 of this subsection and the amounts shown in column (4) if the circled figure shown in column (6) is a minus amount as provided in paragraph 13 of this subsection.

19. In column (7) enter the results obtained by multiplying the uncircled figures in column (6) by the percentage figure shown in the heading of column (7).

20. Total the entries in column (7) and enter the result, which must be the same as the total of column (5), on line 9 in column (7).

21. If any entry in column (7) is affected by either of the provisos in subsection (a) of this section, the computations with respect to the amounts in column (5), as described in paragraphs 12 through 20 of this subsection, shall be repeated with respect to the amounts in column (7) and the results entered in columns (8) and (9) in lieu of columns (6) and (7). Such computations shall be repeated until the producer marketing quota as apportioned or reapportioned is not affected by either of said provisos.

(c) After all cotton produced on the farm has been ginned and recorded in part VI of form Cotton 254, the producer marketing quotas shall be apportioned or reapportioned by preparing form Cotton 254-A as follows:

1. Above the title of the form enter the word "Final."

2. In the spaces indicated enter the farm account serial number as shown on form Cotton 254 and the sheet number and the number of sheets of form Cotton 254-A.

3. In column (1) enter the names of all producers on the farm in the order in which they appear on form Cotton 254.

4. In column (2) transcribe the information appearing in column (6) of form Cotton 254 for each producer.

5. In column (3) transcribe the information appearing in column (7) of form Cotton 254 for each producer, if an intermediate apportionment or reapportionment was not made under subsection (b) of this section, or the producer marketing quota shown on form Cotton 254-A for each producer, if an intermediate apportionment or reapportionment was made under subsection (b) of this section.

6. In the heading of column (4) enter the date on which the total amount of the actual production on the farm in 1938 was finally determined.

7. In column (4) enter the amount of cotton ginned by each producer on the farm—that is, the sum of the entries appearing on line (a) in the columns entitled "Net pounds" of part VI of form Cotton 254 minus the sum of the contra entries.

8. The total of the entries in column (4) shall be entered in line 9 of the last sheet of form Cotton 254-A. The total so determined shall be divided by the number of acres planted to cotton in 1938 on the farm as shown in line 6 of part I of form Cotton 254 and the resulting average yield per acre shall be entered in the space provided in the heading of column (4).

9. Multiply the number of acres in the farm acreage allotment as shown in line 1 of part I of form Cotton 254 by the greater of the following:

(1) The average yield per acre shown in the heading of column (4) of form Cotton 254-A, or

(2) The normal yield per acre approved for the farm as shown in line 2 of part I of form Cotton 254.

Enter the result obtained on line 9 in column (5).

10. Divide the entry on line 9 in column (5) by the entry on line 9 in column (4) and enter the resulting percentage, carried to four decimal places, in the heading of column (5).

11. Multiply the amounts in column (4) by the percentage figure in the heading of column (5) and enter the results on the respective lines in column (5). The sum of the entries in column (5) must equal the total shown on line 9 of column (5).

12. If, as a result of the computations made under paragraph 11 of this subsection, the entry for any producer in column (5) is less than the entry for such producer in column (3), and the entry in column (5) is also less than the entry in column (4), so that proviso number (1) in subsection (a) of this section is

applicable, enter in column (6) the amount by which the entry in column (3) or the entry in column (4), whichever is the smaller, exceeds the entry in column (5). The amount so entered shall be preceded by a plus sign (+) and circled.

13. If, as a result of the computations made under paragraph 11 of this subsection, the entry in column (5) for any producer exceeds the entry for such producer in column (4) so that proviso number (2) in subsection (a) of this section is applicable, the amount by which the entry in column (5) exceeds the entry in column (4) shall be entered in column (6). The entry so made in column (6) shall be preceded by a minus sign (—) and circled.

14. Take the algebraic sum of the circled plus and minus figures in column (6) and enter the result in line 9 of column (6). If the sum of the minus figures exceeds the sum of the plus figures, the algebraic sum so entered shall be preceded by a minus sign and circled. If the sum of the plus figures exceeds the sum of the minus figures, the algebraic sum so entered shall be preceded by a plus sign and circled.

15. In column (6) extend the figures shown in column (5) which were not affected by either of the provisos as outlined in paragraphs 12, 13, and 14 of this subsection and enter the sum of such figures on line 9 in column (6) beneath the circled algebraic sum.

16. Divide the circled algebraic sum entered on line 9 in column (6), as determined in accordance with paragraph 14 of this subsection, by the uncircled sum entered on line 9 in column (6), as determined in accordance with paragraph 15 of this subsection, and enter the resulting percentage figure, carried to four decimal places, on line "a" of column (6).

17. If the circled algebraic sum entered on line 9 in column (6) is preceded by a minus sign, add the percentage entered on line "a" in column (6) to 100 percent and enter the result on line "b" in column (6) and in the heading of column (7). If the circled algebraic sum entered on line 9 in column (6) is preceded by a plus sign, subtract the percentage entered on line "a" in column (6) from 100 percent and enter the result on line "b" in column (6) and in the heading of column (7).

18. In column (7), enter the amounts shown in column (3) or column (4), whichever is the smaller, if the circled figure shown in column (6) is a plus amount, as provided in paragraph 12 of this subsection, and the amounts shown in column (4), if the circled figure shown in column (6) is a minus amount, as provided in paragraph 13 of this subsection.

19. In column (7) enter the results obtained by multiplying the uncircled figures in column (6) by the percentage figure shown in the heading of column (7).

20. Total the entries in column (7) and enter the result, which must be the same as the total of column (5), on line 9 in column (7).

21. If any entry in column (7) is affected by either of the provisos referred to in subsection (a) of this section, the computations with respect to the amounts in column (5), as described in paragraphs 12 through 20 of this subsection, shall be repeated with respect to the amounts in column (7) and the results entered in columns (8) and (9) in lieu of columns (6) and (7). Such computations shall be repeated until the producer marketing quota as apportioned or reapportioned is not affected by either of said provisos.

22. The producer marketing quotas finally determined, as provided in the foregoing paragraphs of this subsection, shall be entered in column (12). The total of such entries in column (12) must be the same as the total of column (5).

(d) The information shown on forms Cotton 254-A prepared pursuant to subsection (c) of this section will be transcribed to form Cotton 254 as follows:

1. In column (21) of part VI enter the finally adjusted producer marketing quotas shown in column (12) of form Cotton 254-A.

2. In line 7 of part I enter the amount shown on line 9 in column (4) of form Cotton 254-A, which amount must agree with the total of line (a) of column (20) of part VI of form Cotton 254.

3. In line 8 of part I enter the average yield per acre shown in the heading of column (4) of form Cotton 254-A.

4. In line 9 of part I enter the result obtained by multiplying the entry in line 1 by the entry in line 8 of part I.

5. In line 10 of part I enter the greater of the following:

- (1) The entry in line 3 plus the entry in line 4 of part I, or
- (2) The entry in line 9 plus the entry in line 4 of part I.

(e) If the farm marketing quota is apportioned or reapportioned as set forth in this section, the issuance of forms Cotton 212 and related forms Cotton 213 will be affected as follows:

1. If the farm marketing quota was increased as provided in section 201 (b) of the regulations, a new form Cotton 212 will be issued, pursuant to section 402 (c) of the regulations, to each producer on the farm for whom the producer marketing quota previously apportioned was increased or to the operator of the farm for the entire amount of the increase in the farm marketing quota, in accordance with the procedure outlined in section 211 of those instructions, except that:

a. The letters "XX" shall be entered before the State and county code and farm serial number of the new form Cotton 212.

b. The amount of the producer marketing quota or farm marketing quota, as the case may be, entered on the new form Cotton 212 shall be (1) the difference between the amount of the producer marketing quota previously apportioned and, in the case of an intermediate apportionment, the amount shown opposite the producer's name in the applicable column of form Cotton 254-A or, in the case of a final apportionment, the amount shown opposite the producer's name in column (21) of part VI of form Cotton 254, or (2) in case form Cotton 212-A was executed with respect to the farm, the difference between the amount of the farm marketing quota previously determined and the farm marketing quota as increased under section 201 (b) of the regulations.

c. In line 1, part I, of the first set of new forms Cotton 213 enter the amount of the marketing quota which is shown on the accompanying form Cotton 212.

d. In column H of the form Cotton 253 enter the legend "Sec. 402 (c)."

2. If the farm marketing quota is not increased as provided in section 201 (b) of the regulations and a form Cotton 212-A was not executed with respect to the farm, a new form Cotton 212 will be issued pursuant to section 405 (b) of the regulations to each producer for whom the producer marketing quota previously apportioned was increased as a result of the reapportionment, in accordance with section 211 of these instructions, except that:

a. The word "Reissue" shall be stamped across the face of the new form Cotton 212.

b. The amount of the producer marketing quota entered on the new form Cotton 212 shall be the difference between the amount of the producer marketing quota previously apportioned and, in the case of an intermediate reapportionment, the amount shown opposite the producer's name in the applicable column of form Cotton 254-A or, in the case of a final reapportionment, the amount shown opposite the producer's name in column (21) of part VI of form Cotton 254.

c. In line 1, part I, of the first set of new forms Cotton 213, enter the amount of the marketing quota which is shown on the accompanying form Cotton 212.

d. In column H of form Cotton 253 enter the legend "Sec. 405 (b)."

3. If the producer marketing quota of any producer to whom form Cotton 212 was issued is decreased as a result of the apportionment or reapportionment of the farm marketing quota as set forth in this section, the county committee shall, in accordance with section 405 (a) of the regulations, alter the form Cotton 212 heretofore issued to such producer by striking through the amount of the producer marketing quota previously entered thereon and by entering the amount of the decreased producer marketing quota above the previous entry. In line 1, part I, of the first set of unused forms Cotton 213, the county committee shall enter the unused portion, if any, of the decreased producer marketing quota determined by subtracting the sum of the entries in lines 2, part I, of the executed forms Cotton 213a from the amount of the decreased producer marketing quota. If there is no unused amount of the decreased producer marketing quota, the word "None" shall be entered in line 1, part I, of the first set of unused forms Cotton 213. The entries so made on forms Cotton 212

and 213 shall be signed or initialed by a member of the county committee. If such a producer fails or refuses to have the form Cotton 212 and forms Cotton 213 so altered, the county committee shall cancel the form Cotton 212 and forms Cotton 213 in accordance with section 405 (a) of the regulations.

4. The sum of all producer marketing quotas with respect to any farm as evidenced by forms Cotton 212, exclusive of any canceled forms Cotton 212, shall not exceed the amount of the farm marketing quota.

5. If, as a result of the apportionment or reapportionment as set forth in this section, a refund was or will be made to any producers under section 222 of these instructions, the following procedure shall be followed:

a. New forms Cotton 212 and books of forms Cotton 213 reflecting the increase in the producer marketing quota or farm marketing quota shall not be issued if the amount of the poundage on which a refund was made, as shown in the total line of column (8) of form Cotton 257, is equal to the amount by which the farm marketing quota as increased under section 201 (b) of the regulations exceeds the amount of the farm marketing quota previously determined; or

b. New forms Cotton 212 and books of forms Cotton 213 reflecting the amount by which the increased amount of the farm marketing quota exceeds the amount of the poundage on which a refund was made, as shown in the total line of column (8) of form Cotton 257, shall be issued if the amount of the poundage on which a refund was made is less than the amount by which the farm marketing quota as increased under section 201 (b) of the regulations exceeds the amount of the farm marketing quota previously determined.

(f) Forms Cotton 254-A showing the apportionment or reapportionment of the farm marketing quota shall be placed in a binder arranged in the numerical order of the farm account serial numbers.

(g) If one or more of the producers on the farm complains in writing to the county committee that the apportionment of the farm marketing quota among producers, as determined under this section, is not fair and equitable, the county committee may reapportion the farm marketing quota among the producers on the farm as provided in paragraph 3 of section 205 of the regulations. If the producer marketing quotas are so reapportioned under said section a notation to that effect shall be made on form Cotton 254-A and a memorandum, signed by a member of the county committee, setting forth the basis of such determination, shall be filed in the folder for the farm. In the case of a final reapportionment of the producer marketing quotas, the producer marketing quotas entered in column (21) of part VI of form Cotton 254 shall be circled and the amount of each producer marketing quota as reapportioned shall be entered in said column (21) above the circled figure.

SEC. 221. Recording reports of cotton marketed and penalties paid.—(a) The record of cotton marketed by producers on any farm on which the acreage of cotton planted in 1938 is in excess of the farm acreage allotment therefor and with respect to which forms Cotton 212 and 213 were issued will be entered in part VI of form Cotton 254 on the basis of information contained in forms Cotton 213b and forms Cotton 222, as follows:

1. On line (b) in the column entitled "Reference No." enter opposite each producer's name the printed serial number of form Cotton 213b. The reference to the first form Cotton 213b covering the marketing of cotton will be entered on line (b) in column (8) and the references to subsequent forms Cotton 213b will be entered in consecutive order on line (b) in the columns headed "Reference No." in columns (10) through (18).

2. On line (b) of the column entitled "Net pounds" enter opposite each producer's name the poundage shown in line 2, part I, of form Cotton 213b. The amount of cotton covered by the first form Cotton 213b will be entered on line

(b) in column (9) and the amounts shown in subsequent forms Cotton 213b will be entered in consecutive order on line (b) in the columns headed "Net pounds" in columns (11) through (19).

3. If form Cotton 222 is submitted by the producer, it shall be placed in a pending file until the form Cotton 213b to which it relates is received. When the related form Cotton 213b is received, the treasurer of the county committee shall compare form Cotton 213b with form Cotton 222 to determine that form Cotton 213 has been correctly described in part I of form Cotton 222 and that the total poundage shown in part II of form Cotton 222 agrees with the poundage entered on line 2, part I, of form Cotton 213. If form Cotton 222 is in agreement with form Cotton 213b, the share of each producer in the cotton marketed shall be entered on line (b) of the appropriate column entitled "Net pounds" of part VI of form Cotton 254 and the serial number of the form Cotton 213b to which it relates shall be entered on line (b) of the column entitled "Reference No."

4. When all of the cotton produced on the farm by or for any one producer has been marketed, the sum of the entries on line (b) in the columns entitled "Net pounds" for such producer shall be entered on line (b) in column (20).

5. From time to time, forms Cotton 213b should be examined to determine whether the producer has brought forward correctly from line 3, part I, of the preceding form Cotton 213b to line 1, part I, of each form Cotton 213b the unused portion of the marketing quota. If the producer has been preparing forms Cotton 213 incorrectly, he should be so advised and any necessary corrections shall be made in the producer's book of forms Cotton 213b.

(b) The record of the penalties paid or sums tendered as the penalty with respect to the marketing of cotton produced on any farm on which the acreage of cotton planted in 1938 is in excess of the farm acreage allotment therefor and with respect to which forms Cotton 212 and 213 were issued will be entered in part VII of form Cotton 254 on the basis of information contained in forms Cotton 213b, as follows:

1. On line (a) in the column headed "Reference No." opposite each producer's name enter the printed serial number of form Cotton 213b. The reference to the first form Cotton 213b covering the marketing of cotton subject to the penalty will be entered on line (a) in column (23) and the reference to subsequent forms Cotton 213b will be entered in consecutive order on line (a) in the columns headed "Reference No." in columns (25) through (29).

2. On line (a) of the column headed "Amount" opposite each producer's name enter the poundage shown on line 4, part I, of form Cotton 213b. The amount of cotton (the marketing of which is subject to the penalty) covered by the first form Cotton 213b will be entered on line (a) in column (24) and the amounts shown in subsequent forms Cotton 213b will be entered in consecutive order on line (a) in the columns headed "Amount" in columns (26) through (30).

3. The treasurer of the county committee shall issue a receipt on form Cotton 219 for the amount of the penalty. Form Cotton 219 shall be prepared as outlined in section 212 (b) of these instructions, except that the words "as security for payment of the penalty" shall be deleted instead of the words "in payment of the penalty" and following the words "marketing by" the name of the operator or producer as shown in form Cotton 213b shall be entered in the blank space provided.

4. On line (b) of the column headed "Reference No." opposite each producer's name enter the printed serial number of form Cotton 219 issued to the remitter of the penalty. The reference to the first form Cotton 219 will be entered on line (b) in column (23) and the reference number to subsequent forms Cotton 219 will be entered in consecutive order on line (b) in the columns headed "Reference No." in columns (25) through (29).

5. On line (b) of the column headed "Amount" opposite each producer's name enter the amount of the penalty received. Verify the correctness of the penalty received by multiplying 2 cents by the number of net pounds shown on line (a) in the column entitled "Amount." The amount of the penalty shown on the first form Cotton 219 will be entered on line (b) in column (24) and the amounts of the penalty remitted as shown in subsequent forms Cotton 219 will be entered in consecutive order on line (b) in the columns headed "Amount" in columns (26) through (30).

6. If form Cotton 213b indicates that a penalty was incurred, that is, an entry appears on line 4, part I, of form Cotton 213b, and the amount of the penalty has not been remitted, no entry will be made in part VII of form Cotton 254 with respect to such form Cotton 213b and the serial number thereof in the column entitled "Reference No." of part VI of form Cotton 254 shall be circled in red. The form Cotton 213b shall be placed in a pending file to determine whether the penalty incurred *was* or *was not* collected or deducted from the purchase or exchange value of the cotton. If the penalty incurred is subsequently remitted, the procedure outlined in the foregoing portion of this subsection is applicable. If the penalty is not remitted within thirty calendar days next succeeding the day on which the cotton was marketed, the county committee shall submit a full and detailed report in triplicate to the State office of the nature of the producer's account and the facts with respect to the refusal or failure to remit the penalty.

7. When all the cotton produced on the farm by or for any one producer has been marketed, the sums of the entries on lines (a) and (b) in the columns entitled "Amount" for such producer shall be entered on lines (a) and (b), respectively, in column (31).

(c) After the information shown in form Cotton 213b has been posted to parts VI and VII of form Cotton 254, form Cotton 213, together with the related form Cotton 222, if any, shall be filed in the folder for the farm.

(d) If a receipt on form Cotton 219 was issued as outlined in paragraph 3 of subsection (b) of this section, the information contained in form Cotton 219 shall be entered on form Cotton 256, as follows:

1. In column (9) enter the date on which the funds were received as indicated by the date of the form Cotton 219.

2. Make no entry in column (10).

3. In column (11) enter the printed serial number of the form Cotton 219.

4. In column (12) enter the farm account serial number of the farm as shown on form Cotton 254.

5. In column (13) enter the amount of the funds received as shown on the form Cotton 219.

6. If the checks, drafts, or money orders received are not honored upon presentment for payment, a contra entry in red duplicating the information previously entered in part III of form Cotton 256 shall be made in columns (9) through (13) of part III of form Cotton 256, or, if the checks, drafts, or money orders were not paid at par, the same contra entry in red shall be made except that the entry in column (13) shall be the difference between the amounts of the checks, drafts, or money orders and the amounts for which they were honored.

7. If subsequently the amount of the dishonored checks, drafts, or money orders is remitted or the difference between their face value and the amount for which they were honored is remitted, the procedure outlined above in this subsection shall be followed.

8. If the checks, drafts, or money orders were not honored at par or were not honored upon presentment for payment and the difference between their face value and the amount for which they were honored or the amount of such checks, drafts, or money orders is not subsequently remitted, the county committee shall submit a full and detailed report in triplicate to the State office of the nature of the producer's account and the facts with respect to the refusal or failure to remit the penalty or portion thereof.

(e) If a producer to whom a form Cotton 212 and the book of forms Cotton 213 were issued tenders the penalty, for which he would be liable upon the marketing of any cotton, prior to the time such cotton is marketed, as provided in section 505 (b) of the regulations, the treasurer of the county committee shall receive the penalty and issue a receipt therefor on form Cotton 219-A, prepared in triplicate, distributed, and dealt with as follows:

1. A separate receipt shall be prepared for each bale of cotton with respect to which the penalty is tendered.

2. In the spaces indicated enter the printed serial number of the producer's form Cotton 212 and the State and county code number.

3. Above the words "(Name of producer)" and "(Full mail address)" enter the name and address, respectively, of the producer.

4. In the space following the words "the sum of" enter in words the amount of the penalty paid.

5. In the space following the words "one bale containing" enter the net weight of the bale of cotton with respect to which the penalty is tendered.

6. In the space following the words "or mark" enter the gin bale number or mark of such bale.

7. In the space following the words "serial number" enter the serial number of the farm.

8. After the dollar mark above the word "Amount" enter in figures the amount of the penalty tendered with respect to such bale which must agree with the amount thereof entered in words in the body of Part I.

9. The treasurer of the county committee shall sign the original and the two copies and enter on each the date of his signature.

10. The producer shall sign his name in the space indicated on the original and the two copies and enter on each the date of his signature.

11. The original and first copy shall be delivered to the producer and the third copy retained by the treasurer of the county committee.

12. The funds received shall be deposited immediately in the special deposit account as provided in section 224 of these instructions, and the information shown on the form Cotton 219-A shall be posted to form Cotton 256 in the manner outlined in subsection (d) of this section except that the legend "Cotton 219-A" shall be entered in column (11) above the printed serial number of form Cotton 219-A.

13. Form Cotton 219-A shall be placed in a pending file until the related form Cotton 213b is returned to the County Office as provided in section 603 (a) of the regulations. The data on form Cotton 213b and the related form Cotton 219-A shall be posted to parts VI and VII of form Cotton 254 as provided in this section. The copy of form Cotton 219-A shall then be filed in the folder for such forms.

SEC. 222. Adjustments of penalties by county committees.—(a)

If a producer files a claim, pursuant to section 508 of the regulations, for the return to him of any funds which were tendered in payment of the penalty, the amount thereof which is determined not to have been incurred as a penalty and which may be refunded to such producer will be determined by preparing form Cotton 257, in the original only, as follows:

1. In the spaces indicated enter the farm account serial number shown on form Cotton 254 and the State and county code and farm serial number.

2. In column (1) enter the names of all producers on the farm in the order in which they appear in column (1) of part V of form Cotton 254.

3. In column (2) opposite the name of each producer enter the number of pounds of cotton marketed in excess of his producer marketing quota, determined by subtracting the amount of the producer marketing quota apportioned or reapportioned to him under section 210 or section 220 of these instructions from the sum of the entries opposite his name on line (b) of the columns headed "Net Pounds" in part VI of form Cotton 254. On line 9 in column (2) enter the sum of the entries in column (2). If any producer has not marketed cotton in excess of his producing marketing quota, enter zero in column (2) opposite his name.

4. In column (3) enter for each producer the sum of the entries on line (a) of columns (24) through (30) headed "Amount" of part VII of form Cotton 254 minus the sum of the entries on line (a) of columns (33) and (35) headed "Amount" of part VII of form Cotton 254. On line 9 in column (3) enter the sum of the entries in column (3).

5. In column (4) enter the following: (a) If the amount in column (3) exceeds the amount in column (2), enter in column (4) the difference between such amounts and enter a plus sign to the left of such difference; or (b) if the amount in column (2) exceeds the amount in column (3), enter in column (4) the difference between such amounts and enter a minus sign to the left of such difference.

6. Take the algebraic sum of the plus and minus figures in column (4) and enter the result on line 9 of column (4). If the sum of the minus figures exceeds the sum of the plus figures, the algebraic sum so entered shall be preceded by a minus sign. If the sum of the plus figures exceeds the sum of the minus figures, the algebraic sum so entered shall be preceded by a plus sign.

7. The difference between the totals of columns (2) and (3) must equal the algebraic total of column (4). If the algebraic total of column (4) is a minus figure or zero the claim of the producer shall be disallowed and the producer so notified in writing as provided in section 508 (b) of the regulations.

8. If the algebraic total of column (4) is a plus figure, enter in column (5) the result obtained by multiplying the plus entries in column (4) by 2 cents and enter the sum of such results on line 9 in column (5). Make no entry in column (5) with respect to the minus figures in column (4).

9. If there are plus and minus figures in column (4), the county committee and the treasurer of the county committee shall ascertain whether the plus poundage figure shown for any producer in column (4) represents cotton of any other producer or producers which was marketed by such producer and included on a form Cotton 213 issued to such producer, or represents cotton the marketing of which was subject to the penalty because the amount of the producer marketing quota for such producer was apportioned incorrectly to another producer. The amount of such cotton with respect to the marketing of which such producer paid the penalty incurred by any other producers on the farm shall be subtracted from the entry in column (4) for such producer and the result entered in column (6). If the county committee and the treasurer of the county committee find that the plus poundage figure in column (4) for any producer does not represent cotton with respect to the marketing of which such producer paid the penalty incurred by any other producers on the farm, the plus poundage figure in column (4) for such producer shall be entered in column (6).

10. If the sum of the entries in column (6) is equal to the plus algebraic total on line 9 in column (4), enter in column (8) the figures in column (6) and multiply 2 cents by each entry in column (8) and enter the result in column (9). Make no entry in column (7).

11. If the sum of the entries in column (6) exceeds the plus algebraic total of column (4), divide the plus algebraic total of column (4) by the total of column (6) and enter the resulting percentage, carried to four decimal places, in column (7) opposite each entry in column (6). Multiply each entry in column (6) by the percentage figure in column (7) and enter the result in column (8). The sum of the entries in column (8) must equal the plus algebraic total of column (4). Multiply 2 cents by the entries in column (8) and enter the result in column (9).

12. If all the figures in column (4) are plus figures, enter in column (8) each figure in column 4. Multiply 2 cents by the figures in column (8) and enter the result in column (9). Make no entries in columns (5), (6), and (7).

13. The sum of the entries in column (9) must equal the sum obtained by multiplying 2 cents by the amount on line 9 in column (4).

14. A member of the county committee and the treasurer of the county committee shall sign form Cotton 257 and enter the date of their signatures in the spaces provided.

(b) The treasurer of the county committee shall issue a check drawn payable to the order of each producer for whom an entry is shown in column (9) of the form Cotton 257 in the amount of such entry shown opposite the producer's name. The issuance of such checks shall be recorded on form Cotton 257 as follows:

1. In column (10) enter the date of the check.

2. In column (11) enter the serial number of the check.

3. In column (12) enter the amount for which the check is drawn, and total the amounts entered in column (12).

(c) The treasurer of the county committee shall deliver the checks issued in accordance with subsection (b) of this section to the payees named therein and obtain receipts therefor on form Cotton 258, prepared in duplicate, as follows:

1. In the spaces indicated enter the farm account serial number and the State and county code number and farm serial number shown on form Cotton 257.

2. In the spaces provided in the first line of the printed matter enter the date the check is delivered to the payee.

3. In the spaces provided in the second line of the printed matter, enter the name of the treasurer of the county committee and the name of the county.

4. In the spaces provided in the third and fourth lines of the printed matter enter the amount for which the check is drawn.

5. The payee of the check shall sign his name and enter the date of his signature in the spaces provided on the original and copy. Such signature should correspond with the name of the payee shown in the check. The original shall be delivered to the treasurer of the county committee and the copy retained by the producer.

(d) The information shown on forms Cotton 257 and 258 shall be recorded in part IV of form Cotton 256 as follows:

1. In column (14) enter the date of the check as shown in column (10) of form Cotton 257.

2. In column (15) enter the serial number of the check as shown in column (11) of form Cotton 257.

3. In column (16) enter the farm account serial number shown on forms Cotton 257 and 258.

4. Make no entry in column (17).

5. In column (18) enter the name of the payee as shown on form Cotton 258.

6. In column (19) enter the amount of the check as shown on form Cotton 258.

(e) The information shown on forms Cotton 257 and 258 shall be recorded in part VII of form Cotton 254 as follows:

1. On line (a), column (32), for the first refund, or column (34) for the second refund, enter the serial number of the check as shown in column (11) of form Cotton 257.

2. On line (b) of column (32) for the first refund, or column (34) for the second refund, enter the printed serial number of the form Cotton 258.

3. On line (a) of column (33) for the first refund, or column (35) for the second refund, enter the number of pounds shown in column (8) of form Cotton 257.

4. On line (b) of column (33) for the first refund, or column (35) for the second refund, enter the amount of the check as shown on form Cotton 258 and in column (12) of form Cotton 257.

(f) Forms Cotton 257 shall be placed in a binder in the numerical order of the farm account serial numbers. Form Cotton 258 shall be placed in the folder for such forms.

SEC. 223. Closing farm accounts for farms planting in excess of acreage allotments.—(a) As provided in section 603 (b) of the regulations, the operator of each farm on which the planted cotton acreage in 1938 exceeds the farm cotton acreage allotment shall submit a report on form Cotton 217, prepared in duplicate, after all cotton produced on the farm in 1938 has been harvested or not later than January 1, 1939, whichever is the earlier. If the total production of cotton in 1938 has not been harvested and marketed prior to January 1, 1939, the operator shall file an additional report on Cotton 217, prepared in duplicate, as soon as possible after all cotton produced has been marketed or not later than August 1, 1939, whichever is the earlier. Form Cotton 217 will be prepared as follows:

1. In the spaces indicated enter the sheet number and the number of sheets in the report; the serial number of the farm; the name of the county; and the name of the State.

2. In column (a) enter the names of all producers on the farm having an interest in the cotton crop produced in 1938 or the proceeds thereof or who have cotton on hand from any previous crop. Wherever practicable, the operator

should list the names of such producers in the order in which they appear on form Cotton 254.

3. In column (B) enter the share of each producer in the total production in 1938 of the acreage planted to cotton on the farm exclusive of cotton over 1½ inches in staple length.

4. In column (C) enter the amount of cotton from any previous crop which each producer had on hand as of August 1, 1938, exclusive of the amount of cotton which at the time of making the report is pledged as collateral security to a public or private lending agency for a Commodity Credit Corporation cotton loan. Cotton from any previous crop includes cotton produced prior to the year 1938 on any other farm than that with respect to which the report is made.

5. In column (D) enter the amount of the producer marketing quota finally apportioned or reapportioned to each producer as outlined in sections 210 and 220 of these instructions plus the entry in column (C). The sum of the entries in column (D) must equal the amount of the farm marketing quota determined for the farm by the County Committee pursuant to section 201 (b) of the regulations.

6. In column (E) enter the total amount of the cotton which has been marketed by or for each producer excluding sales made in connection with form Cotton 221.

7. In column (F) enter the amount by which the amount in column (E) exceeds the amount in column (D) for each producer.

8. In column (G) enter the number of pounds of cotton with respect to the marketing of which the penalty was paid, exclusive of any cotton with respect to which the sums tendered as payment of the penalty have been refunded.

9. In column (H) enter the number of pounds of lint cotton which each producer has on hand which has not been marketed at the time of submitting the report excluding cotton of a crop prior to the 1938 crop pledged as collateral security for Commodity Credit Corporation cotton loan. If the sum of the entries in columns (B) and (C) equals the entry in column (E), enter a zero in column (H).

10. In column (I) enter the estimated amount of lint cotton which each producer will harvest from the 1938 crop after the report is submitted. If all cotton has been harvested at the time the report is submitted, enter a zero in column (I).

11. In part I the operator shall certify to the correctness of the report by signing his name in the space indicated and enter the date and place of his signature, and shall print or type his name and full mail address in the space provided.

12. The original of form Cotton 217 shall be filed in the county office and the copy retained by the operator.

(b) If a preliminary report on form Cotton 217 is submitted, the information shown thereon shall be compared with the comparable information on form Cotton 254. Any preliminary report on form Cotton 217 shall be so marked by inserting the word "Preliminary" above the heading "Farm operator's report," and shall be filed in the folder for the farm. The information contained in the final report on form Cotton 217 and the information shown in form Cotton 254 shall be compared and verified as follows:

1. The amount entered on line (a) in column (20) of form Cotton 254 for each producer must equal the amount shown in column (B) of form Cotton 217 for each producer. The total on line 9 (a) in column (20) of form Cotton 254 must equal the total of column (B) of form Cotton 217.

2. The amount entered on line (b) in column (20) of form Cotton 254 for each producer must equal the amount shown in column (E) of form Cotton 217 for each producer. The total on line 9 (b) of column (20) of form Cotton 254 must equal the total of column (E) of form Cotton 217.

3. The uncircled amount shown for each producer in column (3) of form Cotton 254 must equal the amount shown in column (C) of form Cotton 217 for each producer. The total on line 9 in column (3) of form Cotton 254 must equal the total of column (C) of form Cotton 217. If circled entries appear in column (3) of form Cotton 254, circle the entry on line 4 of part I of form Cotton 254 and enter in lieu thereof the sum of the entries in column (3) of form Cotton 254.

4. The sum of the entries for each producer in columns (3) and (21) of form Cotton 254 must equal the entry in column (D) of form Cotton 217 for each producer. The sum of the totals on line 9 of columns (3) and (21) of form Cotton 254 must equal the total of column (D) of form Cotton 217. The total on line 9 of column (21) of form Cotton 254 must equal the entry on line 3, or line 9, whichever is the greater, of part I of form Cotton 254. The entry on line 3 or line 9, whichever is the greater, plus the uncircled entry on line 4 of part I of form Cotton 254, must equal the entry on line 10 of part I of form Cotton 254. The entry on line 10 of part I of form Cotton 254 must also equal the sum of the totals on line 9 in columns (3) and (21) of form Cotton 254.

5. The entry on line 7 of part I of form Cotton 254 must equal the entry on line 9 (a) of column (20) of form Cotton 254 and must also equal the total of column (B) of form Cotton 217.

6. In column (22) of form Cotton 254, for each producer enter the amount by which the entry on line (a) of column (20) exceeds the entry in column (21) of said form, and enter the sum of such entries on line 9 in column (22) of said form.

(c) In verifying the entries in part VII of form Cotton 254 with the comparable entries in form Cotton 217, the following procedure is applicable:

1. The sum of the entries for each producer on lines (a) and (b) of the columns headed "Amount" in column (24) through (30) of form Cotton 254 shall be entered on lines (a) and (b) in column (31) of said form, and the total of such entries entered on lines 9 (a) and 9 (b) respectively in column (31) of said form.

2. The sum of the entries for each producer on lines (a) and (b) of columns (33) and (35) of form Cotton 254 shall be entered on lines (a) and (b) in column (36) of said form, and the totals of such entries entered on lines 9 (a) and 9 (b) respectively in column (36) of said form.

3. The amounts by which the entries for each producer on lines (a) and (b) of column (31) of form Cotton 254 exceed the entries on lines (a) and (b) of column (36) of said form shall be entered on lines (a) and (b) of column (37) of said form.

(d) If the entry on line (a) in column (37) of form Cotton 254 for any producer exceeds the entry on line (b) in column (20) of said form and the entry on line 9 (a) in column (37) exceeds the entry on line 9 (b) in column (20), the county committee and the treasurer of the county committee shall, in accordance with section 508 (c) of the regulations and section 222 of these instructions, refund the amount tendered by such producer in excess of the penalty incurred.

(e) The entry on line (a) in column (37) of form Cotton 254 for each producer must equal the entry in column (G) of form Cotton 217 for each producer and the totals of such columns must agree.

(f) If the owner or operator of a farm on which the planted cotton acreage exceeds the farm cotton acreage allotment secured the payment of the total estimated penalty to be incurred by depositing funds to be held in escrow or by executing a bond of indemnity as provided in section 507 of the regulations, a record of the result of the apportionment or reapportionment of the farm marketing quota and a summary of the cotton ginned from the farm will be shown in form Cotton 254 and a record of the marketing of cotton produced on the farm and the amount of the penalty incurred will be shown on the final report of the farm operator on form Cotton 217. The information contained in form Cotton 217 shall be verified by the county committee as follows:

1. The amount, if any, of cotton on hand at the time the report is filed, as shown in column (H), shall be verified by actual inspection of the cotton or by the examination of certificates of title thereto.

2. The total amount of cotton marketed, as shown in column (E), must, unless the contrary is satisfactorily proven, equal the result obtained by subtracting the verified amount of the cotton on hand, as shown in column (H), from the sum of the following: (1) The amount of cotton produced on the farm in 1938, as shown on line (a) of column (20) of form Cotton 254, and (2) the amount of cotton from any previous crop which the producers on the farm had on hand at the beginning of the marketing year, as shown in column (C). If there is no entry in column (H), the amount of the cotton marketed cannot be less than the sum of the entries in column (C) plus the amount of cotton produced in 1938 on the farm, as shown in line 9 (a) of column (20) of form Cotton 254.

3. The total of column (F) must equal the amount by which the total of column (E) exceeds the total of column (D).

4. The amount of the penalty incurred with respect to the marketing of cotton from the farm shall be determined by multiplying 2 cents by the total of column (F). Enter the result so obtained in line 4 of part II of form Cotton 254.

5. In line 5 of part II of form Cotton 254 enter the amount by which the entry in line 4 is in excess of or less than the entry in line 3.

6. If funds were deposited to be held in escrow to secure payment of the penalty, the following entries shall be made in form Cotton 256 upon approval by the county committee of form Cotton 217:

- a. In column (5) enter the current date.
- b. In column (6) enter the serial number of the form Cotton 219 issued with respect to the remittance followed by a dash (—) and the sheet number of the form Cotton 256 on which it was recorded.
- c. In column (7) enter the farm account serial number as shown on form Cotton 254.
- d. In column (8) enter the amount of the funds held in escrow.
- e. In column (9) enter the current date.
- f. In column (10) enter the reference number for the transaction which was entered in column (6).
- g. Make no entry in column (11).
- h. In column (12) enter the farm account serial number as shown in column (7).
- i. In column (13) enter the amount of the funds held in escrow.

The following entries shall be made in part VII of form Cotton 254 opposite the name of the owner or operator who deposited the funds to be held in escrow:

- (1) On line (a) in the columns headed "Reference No." of columns (23) through (29) enter the legend "Cotton 217."
- (2) On line (b) in the columns headed "Reference No." of columns (23) through (29) enter the serial number of the form Cotton 219 which was issued to the owner or operator at the time the funds were deposited and which is shown in line 2 of part II of form Cotton 254.
- (3) On line (a) in the columns headed "Amount" of columns (24) through (30) enter the number of pounds of cotton which the county committee estimated, pursuant to section 507 (c) of the regulations and section 212 (a) of these instructions, would be produced on the farm in excess of the amount of the farm marketing quota.
- (4) On line (b) in the columns headed "Amount" of columns (24) through (30) enter the amount of the penalty which the county committee estimated would be incurred as shown in line 3 of part II of form Cotton 254. The amount so entered must equal the amount of the funds deposited as evidenced by the form Cotton 219 issued to the owner or operator.

7. If line 4 of part II of form Cotton 254 exceeds line 3 thereof and funds were placed in escrow to secure payment of the penalty, the owner or operator shall be requested to pay the amount shown in line 5. If the amount is not paid by the owner or operator, the county committee shall submit a full and detailed report in triplicate to the State office of the nature of the producer's account and the facts with respect to the refusal or failure to remit the amount of the penalty incurred. If the amount shown in line 5 is remitted to the treasurer of the county committee by the owner or operator, a receipt, to be issued to the owner or oper-

ator, shall be prepared on form Cotton 219 as outlined in section 212 (b) of these instructions, except that the words "as security for payment of the penalty" shall be deleted instead of the words "in payment of the penalty" and following the words "marketed by" the name of the owner or operator shall be entered in the blank space provided. The information contained in form Cotton 219 shall be posted to form Cotton 256 in accordance with subsection (d) of section 221 of these instructions.

The printed serial number of form Cotton 219 shall be entered on line 6 of part II of form Cotton 254. The following entries shall be made in part VII of form Cotton 254 opposite the name of the owner or operator who deposited the funds to be held in escrow:

a. On line (a) in the columns headed "Reference No." of columns (23) through (29) enter the legend "Cotton 217."

b. On line (b) in the columns headed "Reference No." of columns (23) through (29) enter the serial number of the form Cotton 219 issued to the owner or operator with respect to the additional payment.

c. On line (a) in the columns headed "Amount" of columns (24) through (30) enter the number of pounds of cotton with respect to which the additional payment is made.

d. On line (b) in the columns headed "Amount" of columns (24) through (30) enter the amount of the additional payment.

8. If the amount in line 3 of part II of form Cotton 254 exceeds the amount in line 4 and funds were deposited to be held in escrow to secure payment of the penalty, the amount of such excess shall be entered in paragraph 2 of part II of form Cotton 217 following the dollar sign and a member of the county committee and the treasurer of the county committee shall sign their names and enter the date of the signatures in the spaces provided. The treasurer of the county committee shall return the amount of such excess to the owner or operator by a check drawn against the special deposit account in accordance with section 224 of these instructions and the following entries shall be made in form Cotton 256:

a. In column (14) enter the date of the check drawn by the treasurer of the county committee payable to the owner or operator.

b. In column (15) enter the serial number of such check.

c. In column (16) enter the farm account serial number as shown on form Cotton 254.

d. Make no entry in column (17).

e. In column (18) enter the name of the owner or operator to whose order the check is drawn payable.

f. In column (19) enter the amount of the check drawn payable to the order of the owner or operator.

The following entries shall be made in Part VII of form Cotton 254 opposite the name of the owner or operator who deposited the funds to be held in escrow:

(1) On line (a) in column (32) or (34) enter the serial number of the check drawn payable to the order of the owner or operator.

(2) On line (b) in column (32) or (34) enter the serial number of the form Cotton 258 executed by the owner or operator.

(3) On line (a) in column (33) or (35) enter the number of pounds of cotton with respect to which the refund is made.

(4) On line (b) in column (33) or (35) enter the amount of the refund made to the owner or operator as shown on line 5 of part II of form Cotton 254.

9. A receipt on form Cotton 258 shall be obtained by the treasurer of the county committee, in the manner outlined in subsection (c) of section 222 of these instructions, for the refund to any producer of the excess funds deposited to be held in escrow to secure the payment of the penalty which was found not to have been incurred.

The serial number of form Cotton 258 shall be entered on line 6 of part II of form Cotton 254.

10. If a bond of indemnity on form Cotton 215 was executed to secure the payment of the penalty, the owner or operator whose name appears in form Cotton 215 as principal shall be notified of the amount of the penalty entered in line 4 of part II of form Cotton 254 and advised that such amount is immediately due and payable. If the amount of the penalty incurred is not paid,

the county committee shall submit a full and detailed report in triplicate to the State office of the nature of the producer's account and the facts with respect to the refusal or failure to remit the amount of the penalty incurred. If the amount shown in line 4 is remitted to the treasurer of the county committee, a receipt, to be issued to the owner or operator, shall be prepared on form Cotton 219 as outlined in section 212 (b) of these instructions, except that the words "as security for payment of the penalty" shall be deleted instead of the words "in payment of the penalty" and following the words "marketing by" the name of the operator or producer shall be entered in the blank space provided. The information contained in form Cotton 219 shall be posted to form Cotton 256 in accordance with subsection (d) of section 221 of these instructions.

The following entries shall be made in part VII of form Cotton 254 opposite the name of the owner or operator who appears as the principal in the bond of indemnity on form Cotton 215:

- a. On line (a) in the columns headed "Reference No." of columns (23) through (29) enter the legend "Cotton 217."
- b. On line (b) in the columns headed "Reference No." of columns (23) through (29) enter the serial number of the form Cotton 219 which was issued with respect to the penalty so remitted.
- c. On line (a) in the columns headed "Amount" of columns (24) through (30) enter the number of pounds of cotton with respect to the marketing of which the penalty was remitted.
- d. On line (b) in the columns headed "Amount" of columns (24) through (30) enter the amount of the penalty remitted.

(g) If a white marketing card is issued pursuant to section 212 (h) or section 213 of these instructions with respect to a farm on which the planted cotton acreage exceeds the farm cotton acreage allotment, the form Cotton 217 submitted by the operator of such farm shall be compared with the information shown on form Cotton 254, and the information contained in form Cotton 217 shall be verified in accordance with the foregoing provisions of this section. If it is found that any producer on such farm has incurred a penalty with respect to the marketing of cotton, he shall be notified of the amount of such penalty and advised that such penalty is immediately due and payable. If the amount of the penalty is not paid, the county committee should submit a full and detailed report in triplicate to the State office of the nature of the account and the facts with respect to the failure or refusal to remit the amount of the penalty incurred. If the amount of the penalty incurred, or a portion thereof, is remitted a receipt to be issued to the producer remitting the penalty shall be prepared on form Cotton 219 as outlined in section 212 (b) of these instructions, except that the words "as security for payment of the penalty" shall be deleted instead of the words "in payment of the penalty" and following the words "marketing by" the name of the operator or producer should be entered in the blank space provided. The information contained in form Cotton 219 shall be posted to form Cotton 256 in accordance with subsection (d) of section 221 of these instructions and in part VII of form Cotton 254 in accordance with paragraph 10 of subsection (f) of section 223 of these instructions.

(h) Each form Cotton 217 submitted to the county office shall be examined by the county committee and the treasurer of the county committee in accordance with the foregoing provisions of this section, and if found to be correct shall be signed as indicated in part II of form Cotton 217 by a member of the county committee and the treasurer of the county committee. Forms Cotton 217 which have been approved shall be filed in the folder for the farm.

SEC. 224. Cotton special deposit trust account and miscellaneous expenses.—(a) A cotton special deposit trust account shall be opened by the treasurer of the county committee as provided in section 510 of the regulations as soon as arrangements in connection therewith have been completed by the county committee. Any funds received by the treasurer of the county committee in payment of or to secure the payment of penalties shall be deposited promptly in the special deposit account. All funds deposited in such account shall be evidenced in accordance with the customary procedure of the depository bank in the case of such a special deposit account the funds in which do not become a part of the assets of the bank and are not to be commingled with such assets, and such evidence and all statements of account and canceled checks which were drawn against such account shall be kept as permanent records by the treasurer of the county committee. Any funds deposited in the special deposit account shall be withdrawn or disbursed only by consecutively numbered checks drawn by the treasurer of the county committee to carry out the provisions of the regulations and these instructions, and on the stubs or counterfoils of his check book he shall keep a record of the issuance of each check.

(b) The treasurer of the county committee shall not less than once each month reconcile the special deposit account with the records of receipts and disbursements contained in form Cotton 256.

(c) All service charges, collection fees, and deposit deductions charged by the depository bank for the account, shall be paid by the treasurer of the county committee from the funds provided for the administrative expenses of the county committee in accordance with existing procedure.

(d) A record of each form Cotton 211-A-t, form Cotton 213b, and form Cotton 221b shall be kept for the purpose of accounting for the amount of postage required to be paid in connection therewith by the treasurer of the county committee. Arrangements should be made with the local postmaster whereby payment of postage in connection with such forms may be made at the end of each calendar month or at other convenient intervals. The expenses in connection with postage for such forms shall be paid out of the administrative expense funds approved in the budget of the county committee in accordance with existing procedure.

SEC. 225. Remitting penalties to the State committee.—(a) At the end of each month the treasurer of the county committee shall examine the farm accounts on form Cotton 254 with respect to farms for which the farm marketing quotas have been finally adjusted and apportioned or reapportioned among the producers thereon pursuant to section 220 of these instructions to determine the amounts of the penalties which may be remitted to the Secretary of Agriculture through the State committee pursuant to section 509 of the regulations. Any sums tendered as the penalty in excess of the penalty incurred by the producers on such farms shall be refunded in accordance with section 222 of these instructions. After the refunds, if any, have been made, the amount of the penalty remittable to the State committee for each such farm shall be the amount by which the sum of the entries for all producers on lines (b) of columns (24) through (30) headed "Amount" of part VII of form Cotton 254 exceeds the sum of the entries for all producers on lines (b) of columns (33) and

(35) headed "Amount" of part VII of form Cotton 254. If previous remittances to the State committee have been made with respect to any farm, the subsequent amount remittable to the State committee for such farm shall be the amount determined in accordance with the preceding sentence minus the sum of the amounts previously remitted to the State committee with respect to such farm.

(b) The amount of the penalty remittable with respect to each farm as determined pursuant to subsection (a) of this section shall be listed on form Cotton 259, prepared in triplicate, as follows:

1. In either column (1), column (4), or column (7) enter the farm account serial number as shown on line 1 of part IV of form Cotton 254.

2. In either column (2), column (5), or column (8) enter the farm serial number as shown on line 3 of part IV of form Cotton 254.

3. In either column (3), column (6), or column (9) enter the amount remittable for the farm.

4. On the total line of column (9) of the last sheet of the schedule of remittances enter the sum of the entries in columns (3), (6), and (9) of all sheets.

5. In the applicable spaces enter (a) the remittance schedule number, beginning with number one for the first schedule and continuing thereafter in numerical sequence, (b) the State and county code number, (c) the sheet number and total number of sheets in the schedule, and (d) the name of the month, the last day of the month, and the year covered by the schedule.

(c) The treasurer of the county committee shall draw a check payable to the Treasurer of the United States against the Cotton Special Deposit Trust Account in the amount of the total penalties remittable as shown on the total line of column (9) of the last sheet of the schedule of remittances on form Cotton 259. The issuance of the check shall be recorded in part IV of form Cotton 256, as follows:

1. In column (14) enter the date of the check drawn by the treasurer of the county committee payable to the Treasurer of the United States.

2. In column (15) enter the number of such check.

3. Make no entry in column (16).

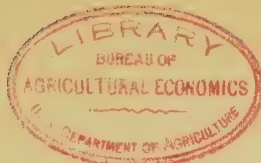
4. In column (17) enter the remittance schedule number of form Cotton 259.

5. In column (18) enter the words "Treasurer of the United States."

6. In column (19) enter the amount of the check drawn payable to the Treasurer of the United States.

(d) The treasurer of the county committee shall enter in the spaces provided in part I of form Cotton 259 the description of the check drawn payable to the Treasurer of the United States and sign his name and enter the date of his signature. The original and one copy of form Cotton 259 and the check drawn payable to the Treasurer of the United States shall be forwarded by mail to the secretary of the State committee not later than five days following the last day of the period covered by the remittance. The copy of form Cotton 259 retained by the treasurer of the county committee shall be placed in the folder for such forms. The copy of form Cotton 259 returned to the treasurer of the county committee by the secretary of the State committee shall be attached to the related copy which was retained by the treasurer of the county committee in the folder for such forms.

(e) In the margin to the right of column (37) of form Cotton 254, a reference to form Cotton 259 shall be made by entering the legend "Cotton 259" followed by the remittance schedule number and the amount of the penalty remitted with respect to the particular farm.



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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration

INSTRUCTIONS PERTAINING TO COTTON MARKETING QUOTAS

FOR THE 1938-1939 MARKETING YEAR

EAST CENTRAL REGION

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The section references shown in brackets at end of certain paragraphs in these instructions refer to the sections in Cotton-207, "Regulations Pertaining to Cotton Marketing Quotas for the 1938-39 Marketing Year" on which the instructions contained in the respective paragraphs in these instructions are based.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

INSTRUCTIONS PERTAINING TO COTTON MARKETING QUOTAS FOR THE
1938-1939 Marketing Year

PART II. COUNTY OFFICE RECORDS AND REPORTS

Section 201. General Instructions. (a) Part II of these instructions relates to specific provisions of Cotton 207, "Regulations Pertaining to Cotton Marketing Quotas for the 1938-1939 Marketing Year" (hereinafter referred to as the "regulations"), and outline the nature, use, and accounting for of certain forms, records, reports, accounts, and files of the County Committee in connection therewith. The instructions are concerned primarily with the duties of the County Committee and the Treasurer of the County Committee. The records, reports, accounts, and files prescribed by the regulations and these instructions shall at all times be subject to periodic as well as special examination and audit by authorized representatives of the Secretary of Agriculture or the Agricultural Adjustment Administration.

(b) 1. The farm serial number referred to in the regulations and these instructions shall be the serial number assigned to the farm for the purposes of the 1938 Agricultural Conservation Program.

2. The County Committee shall ascertain the name and address of each gin situated within the county and shall assign to such gins consecutive serial numbers beginning with number 1, for the purpose of identifying and filing forms Cotton 216. Forms Cotton 216 submitted to the treasurer from any other county shall be identified and filed by the name of the county in which the gin is situated and the serial number assigned to the gin by the County Committee for such county.

3. All forms printed with serial numbers will be consigned to the County Committee by the State Office of the Agricultural Adjustment Administration (hereinafter referred to as the "State Office") and each shipment thereof will be accompanied by the original and one copy of a letter of transmittal on form Cotton 252. The Treasurer of the County Committee shall verify the correctness of each shipment by comparing the serial numbers of the particular form received with those shown on form Cotton 252 and any discrepancies shall be noted on the original and copy of form Cotton 252. The original of form Cotton 252 shall be signed by the Treasurer of the County Committee as a

receipt for such forms and returned to the State Office. It shall be the duty of the Treasurer of the County Committee to account for the disposition of all serially numbered forms by recording the issuance thereof on the records maintained in the office of the County Committee (hereinafter referred to as the "County Office"), or by receipts on form Cotton 252 for unused forms returned to the State Office or forwarded to other County Offices, at the direction of the State Office.

(c) The following is a list of the various forms and a brief statement of the purpose of each:

Form Cotton 209, entitled "Notice of Farm Cotton Acreage Allotment, Yield, and Marketing Quota", will be used to notify producers, on each farm in the county for which a cotton acreage allotment was established, of the farm cotton acreage allotment and the normal yield per acre of lint cotton therefor which were approved by the State Committee and of the amount of the farm marketing quota expressed in terms of the normal production of the farm acreage allotment. It will be addressed to the operator of the farm and will constitute a notice to all producers on the farm. It will be prepared in duplicate and signed for the County Committee by a member thereof. The original must be mailed to the operator on the date of the committeeman's signature and a copy bearing the same date will be filed in the folder for the farm. Form Cotton 209 may be prepared from data shown on form Cotton 210. [Sec. 203; 208]

Form Cotton 210, entitled "Farm Cotton Acreage Allotments, Yields, and Marketing Quotas", will be prepared in triplicate to publish farm cotton acreage allotments, normal yields per acre of lint cotton, and farm marketing quotas. The acreage allotments and yields to be shown in form Cotton 210 will be taken from Forms ACP-58 and 58-A which have been approved by the State Committee. The original shall be posted in a conspicuous place in the county (or each local administrative area therein) for a period of not less than 30 calendar days. One copy shall be placed in a binder and kept available for public inspection in the County Office, and one copy shall be furnished to the County Agricultural Extension Agent (hereinafter referred to as the "County Agent") to be kept available for public inspection in his office. [Sec. 202]

Form Cotton 211, the white marketing card, entitled "Cotton Marketing Card for 1938-1939 Marketing Year", is to be used by the producer to whom issued to identify cot-

ton at the time it is marketed as being (1) cotton the marketing of which is not subject to penalty, or (2) cotton with respect to the marketing of which the payment of the penalty has been secured, or (3) cotton with respect to the marketing of which the penalty will not be paid until it is determined that the total production in 1938 of lint cotton on the farm exceeds 1,000 pounds, or (4) short staple cotton from any previous crop which a producer to whom form Cotton 214 was issued has on hand. Form Cotton 211 will be issued by the County Committee and a record of such issuance kept on form Cotton 250. /Sec. 401(a); 401(c) 402(d); 402(e); 408(b); 502; 507/

Form Cotton 211-A, entitled "Cotton Marketing Certificate for Farm Planting Within Acreage Allotment", will be used by a producer to whom form Cotton 211 or form Cotton 214 was issued to identify cotton marketed by any means or method other than directly to and in the presence of the buyer or transferee. Forms Cotton 211-A will be issued, upon request of the producer, by the County Committee and a record of such issuance kept on form Cotton 253. The postal card copy (form Cotton 211-A-t), when executed by the producer and buyer or transferee and returned to the County Office, will be filed in the folder for the farm. /Sec. 401(d); 408(b); 602(a)2./

Form Cotton 212, the red marketing card, entitled "Cotton Marketing Card for 1938-1939 Marketing Year", is to be used by a producer on a farm on which the acreage planted to cotton is in excess of the acreage allotment as evidence of the amount of cotton which he may market without payment of the penalty. Form Cotton 212 will be printed as a part of the book of forms Cotton 213. It will be issued by the County Committee and a record of such issuance kept on form Cotton 253. /Sec. 204(a); 402(b); 402(c); 403(b); 403(c); 405; 406; 408(c); 602(a)3; 602(a)4; 602(a)5; 603; 604./

Form Cotton 212-A, entitled "Agreement and Request of producers on the Farm That a Red Marketing Card (Form Cotton 212) for the Farm Be Issued to the Operator", will be used in cases where all the producers on a farm on which the acreage planted is in excess of the acreage allotment request the County Committee to issue a form Cotton 212 to the operator of the farm rather than to each producer. The original of form Cotton 212-A will be filed in the folder for the farm. The operator and other producers, if they so desire, may for their own use prepare additional copies of form Cotton 212-A. /Sec. 402(b)./

Form Cotton 213, entitled "Cotton Marketing Record and Penalty Receipt", will be used in connection with form Cotton 212 as a record of the number of pounds of cotton marketed and the amount of the penalty, if any, and will serve as a receipt issued by the buyer or transferee to the producer for the penalty, if any, collected or deducted. It will be printed in sets of 3 with inserted carbons and bound in books containing either 5 or 25 sets. Form Cotton 212 will be printed as one cover of each book. Forms Cotton 213 will be issued by the County Committee and a record of such issuance kept on form Cotton 253, together with the record of the related form Cotton 212. The postal card copy (form Cotton 213b), when executed by the producer and the buyer or transferee and returned to the County Office, shall be posted to form Cotton 254 and filed in the folder for the farm. [Sec. 408(c); 602(a)3; 602(a)4; 602(a)5; 603; 604].

Form Cotton 214, entitled "Sea Island or American-Egyptian Cotton Marketing Certificate", will be issued by the County Committee to producers on farms on which cotton from a pure strain of Sea Island or American-Egyptian cotton is produced in 1938 provided such farms are located in a district where such cotton is commonly grown. A record of the issuance of forms Cotton 214 will be kept on form Cotton 250. [Sec. 404(a); 408(d); 503(b)].

Form Cotton 215, entitled "Bond of Indemnity", will be executed by the operator or owner of a farm on which cotton has been planted in excess of the farm cotton acreage allotment who desires to secure in this manner the payment of any penalty which may be incurred. Form Cotton 215 will be prepared in quadruplicate. When approved by the County Committee, the original will be recorded on form Cotton 254 and filed in the folder for the farm, one copy retained by the producer, and one copy retained by each of the two sureties. [Sec. 402(d); 507].

Form Cotton 216, entitled "Ginner's Record and Report", will be prepared in duplicate and submitted to the Treasurer of the County Committee by ginner as periodic records and reports of cotton ginned. The original of form Cotton 216 will be posted to forms Cotton 251 and 254 and will be filed in the folder for the gin. A copy of each form Cotton 216 executed by the ginner will be retained by him. [Sec. 601].

Form Cotton 217, entitled "Farm Operator's Report", will be prepared in duplicate by the operator of each farm on which cotton has been planted in excess

of the farm cotton acreage allotment and will constitute the report of the amount of cotton produced by or for each producer on the farm, the apportionment or reapportionment of the producer marketing quotas, and the amount of penalty incurred and paid by each such producer. The original will be filed in the folder for the farm and the copy retained by the farm operator. [Sec. 507(d); 603(b).]

Form Cotton 218, entitled "Farms Overplanting Cotton Acreage Allotments", will be prepared in duplicate by the County Committee with respect to the farms planted in excess of the farm cotton acreage allotments. The original will be forwarded to the State Committee and the copy placed in a binder and retained in the County office. [Sec. 302.]

Form Cotton 219, entitled "Receipt for Penalty Remitted or Money Deposited to Secure Payment of Penalty", will be issued by the Treasurer of the County Committee as a receipt for funds deposited with him to secure the payment of the penalty and as a receipt for funds tendered as payment of the penalty. Form Cotton 219 will be prepared in duplicate, the original delivered to the person making the remittance, and the copy filed in the folder for such receipts. The applicable information contained in form Cotton 219 will be posted to forms Cotton 254 and 256. [Sec. 506(a); 506(b); 507(b).]

Form Cotton 219-A, entitled "Receipt for Penalty Remitted by Producer Prior to the Marketing of Cotton", will be issued by the Treasurer of the County Committee as a receipt for funds tendered as payment of the penalty by a producer prior to the marketing of cotton. Form Cotton 219-A will be prepared in triplicate and the original and one copy will be delivered to the remitter. One copy will be posted to form Cotton 256 and held in a pending file until receipt of the copy of the form Cotton 213 to which it relates. The copy of form Cotton 219-A and the related form Cotton 213 shall be posted to form Cotton 254, and the copy of form Cotton 219-A filed in the folder for such forms. [Sec. 505(b); 506(a); 602(a)5; 603(a)6.]

Form Cotton 220 entitled "Buyer's Special Report", will be submitted by buyers who are requested to do so by the County Committee conformably to the regulations. The report shall be prepared in triplicate, and the original and one copy forwarded to the County Committee and a copy thereof retained by the buyer. [Sec. 602(b).]

Form Cotton 221, entitled "Certificate that Cotton is Cotton the Staple of Which is 1-1/2 inches or More in Length", will be issued

upon the request of any producer to whom was issued a red marketing card (form Cotton 212), for the purpose of identifying cotton the staple of which is 1-1/2 inches or more in length. The copy on the postal card (form Cotton 221b) when executed and returned to the County Office will be posted to Cotton 254 and filed in the folder for the farm. Sec. 408(f); 503(c); 602(a)2.7

Form Cotton 222, entitled "Report of Share of Each Producer in Cotton Marketed", will be executed, by a producer to whom form Cotton 212 was issued, at the time of marketing any cotton in which one or more other producers have an interest. The original of form Cotton 222 will be forwarded to the Treasurer of the County Committee, who will place it in a pending file until the form Cotton 213 to which it relates is received, at which time form Cotton 213 and form Cotton 222 will be used in posting to form Cotton 254 the interest of each producer in the cotton covered thereby. Form Cotton 222 and the related form Cotton 213 will be filed in the folder for the farm. Sec. 603(a)7.7

Form Cotton 250, entitled "Register of White Marketing Cards (Forms Cotton 211)" will be prepared in the County Office to account for the disposition of forms Cotton 211 and forms Cotton 214 received from the State Office, and will also be used as a receipt executed by the producer acknowledging the receipt by him of the particular form issued to him. Form Cotton 250 will be executed in duplicate, the original placed in a binder and retained in the County Office and the copy forwarded to the State Office upon the request of the State Office. Sec. 401(a); 401(c); 402(d); 402(e); 403(a); 404(a); 406.7

Form Cotton 251, entitled "County Office Record of 1938 Cotton Ginned", will be kept, on the basis of information obtained from form Cotton 216, as the record of cotton ginned from all farms in the county on which the acreage of cotton planted in 1938 is within the respective farm acreage allotments therefor and will be used to determine the total amount of cotton ginned by each such farm. Form Cotton 251 will be prepared in the original only and will be placed in a binder and retained in the County Office.

Form Cotton 252, entitled "Letter of Transmittal and Receipt", will be used by the State Office in transmitting all serially numbered forms to the County Offices, and will also be used by the County Office in forwarding unused copies of such forms to the State Office, or, at the direction of the State Office, to other County Offices. Form Cotton 252 will be prepared in triplicate, the original and one copy forwarded to the office to which the forms are

transmitted and one copy thereof retained in the files of the office sending such forms. The original of form Cotton 252 will be signed by the recipient and returned to the sender as a receipt.

Form Cotton 253, entitled "Register of Red Marketing Cards (Forms Cotton 212)", will be prepared in the County Office to account for the disposition of forms Cotton 212 and the related forms Cotton 213 and the disposition of forms Cotton 211-A and will be used to obtain thereon the receipt of the producer for the particular form issued to him. Form Cotton 253 will be prepared in duplicate, the original placed in a binder and retained in the County Office and the copy forwarded to the State Office upon the request of the State Office. /Sec. 401(d); 402(a); 402(b); 402(c); 403(b); 403(c); 405; 406./

Form Cotton 254, entitled "County Office Farm Record of Cotton Marketing Quotas and Penalties", will be kept in the County Office as a farm account for each farm on which the cotton acreage planted is in excess of its acreage allotment in 1938. The form will serve as a record of the apportionment and reapportionment of producer marketing quotas in accordance with section 205 of the regulations and as a record of the amounts of cotton ginned and marketed, as shown by forms Cotton 216 and 213, respectively, and the amounts of the penalties remitted and refunds of amounts tendered as penalties. Form Cotton 254 will be prepared in the original only and will be placed in a binder and retained in the County Office

Form Cotton 254A, entitled "Adjustments in Producer Marketing Quotas - Computation Sheet", will be used in connection with form Cotton 254 as a computation sheet for apportioning or reapportioning producer marketing quotas in accordance with paragraph 2 or 4 of section 205 of the regulations. Form Cotton 254A will be prepared in the original only and will be placed in a binder and retained in the County Office.

Form Cotton 255, entitled "Computation of Producers' Shares in Planted Acres and Normal Production", will be used in the County Office to determine the share of each producer in the acreage planted to cotton in 1938 on a farm on which the acreage of cotton planted is in excess of the acreage allotment therefor and the share of each producer in the normal production of the planted acres. Form Cotton 255 will also be executed for a farm on which the acreage allotment is not exceeded if any cotton producer thereon is engaged in the production of cotton on a farm on which the acreage allotment has been exceeded if such producer will require a marketing card on the farm where the acreage allotment has not been exceeded. This information will constitute the basis for the original apportionment of the farm marketing quota among producers in accordance with paragraph 1 of section 205 of the regulations. Form Cotton 255 will be prepared in the original only and will be placed in a binder and retained in the County Office.

Form Cotton 256, entitled "Record of Cash Receipts and Disbursements--Cotton Special Deposit Trust Account", will be used by the Treasurer of the County Committee as a record of all funds received through the collection of penalties and the deposit of funds to secure the payment of penalties and of the disbursement of such funds as refunds to producers or as remittances of penalties to the Secretary of Agriculture, Form Cotton 256 will be prepared in the original only and will be placed in a binder and retained in the County Office.

Form Cotton 257, entitled "Statement of Funds Tendered in Excess of Penalty Incurred", will be used in computing the amount of money which may be refunded to a producer in accordance with the provisions of section 508 of the regulations, and will constitute the permanent record of the determination of the County Committee and the Treasurer of the County Committee under said section. Form Cotton 257 will be prepared in the original only and placed in a binder and retained in the County Office.

Form Cotton 258, entitled "Receipt for Money Returned to Producer", will be used as a receipt to be executed by a producer acknowledging the return to him of any funds belonging to him which were tendered in payment of the penalty which was found not to have been incurred, or the refund to him of funds held in escrow to secure the payment of the penalty, as provided in sections 508 and 506, respectively, of the regulations. Form Cotton 258 will be prepared in duplicate, the original placed in the file established for such forms and the copy thereof retained by the producer.

(d) The following is an outline of a suggested method of filing, binding, and storing marketing quota forms and other materials in the county office:

Part I Farm Account File

Sec. A. Farms Planting Within Acreage Allotments.

Adequate files shall be set up under this section for the filing of forms Cotton 209 and 211-A-t, canceled or returned forms Cotton 211 and 214, and any other related materials.

Sec. B. Farms Planting in Excess of Acreage Allotments.

Subsec. 1. Community "A":

One folder for each individual farm.

Subsec. 2. Community "B":

One folder for each individual farm.

Subsec. 3. Community "C":

One folder for each individual farm.

Note: In the individual file established with respect to each farm in this Section B there will be filed the copies of forms Cotton 209, 212-A, 213b, 215, 217, 221, and 222, reports of cotton on hand, correspondence, canceled or returned forms Cotton 214, 212, and 213, and other materials relating to the form.

Part II. Ginners' Records and Reports (Form Cotton 216)

Sec. A. Gins Located Within the County.

One folder for each gin, numbered consecutively beginning with 1 to correspond to the serial number assigned to the gin by the County Committee.

Sec. B. Gins Located in Other Counties.

Subsec. 1. One folder for each gin for which records must be kept, to correspond to the serial number assigned to the gin by the County Committee for the other county.

Note: Files for individual gins will be arranged consecutively by the gin serial numbers officially assigned by the respective County Committee. Correspondence and other materials relating to forms Cotton 216 will be filed in the individual gin folders.

Part III. Receipts and Disbursements of Funds

Sec. A. Funds Received.

Subsec. 1. Form Cotton 219:

One folder for each consecutive unit of 50 receipts in numerical sequence.

Subsec. 2. Form Cotton 219-A:

One folder for each consecutive unit of 50 receipts in numerical sequence.

Sec. B. Funds Disbursed.

Subsec. 1. Refunds to Producers - Form Cotton 258:

One folder for each consecutive unit of 50 receipts in numerical sequence.

- Subsec. 2. Schedules of Remittances to State Office:
One folder for each monthly transmittal,
arranged in consecutive order.

Part IV. General

Sec. A. Form Cotton 252.

Subsec. 1. Receipts for Forms Received from State Office:

1. Folder for forms Cotton 252 transmitting forms Cotton 211.
2. Folder for forms Cotton 252 transmitting forms Cotton 211-A.
3. Folder for forms Cotton 252 transmitting forms cotton 212 and Cotton 213.
4. Folder for forms Cotton 252 transmitting forms Cotton 219.

Etc.

Subsec. 2. Receipt for Forms Returned to State Office or Sent to Other County Offices:

1. Folder for forms Cotton 252 transmitting forms Cotton 211.
2. Folder for forms Cotton 252 transmitting forms Cotton 211-A.
3. Folder for forms Cotton 252 transmitting forms Cotton 212 and Cotton 213.
4. Folder for forms Cotton 252 transmitting forms Cotton 219.

Etc.

Sec. B. Forms Cotton 220.

One folder for special reports of each individual buyer, labeled with his name.

Part V. Bound Registers, Listing Sheets, and Accounts

Binder #1 - Forms Cotton 250:

- (a) Register of White Marketing Cards
(Forms Cotton 211).
- (b) Register of Sea Island or
American-Egyptian Marketing
Certificates.

Binder #2 - Forms Cotton 251.

Binder #3 - Forms Cotton 253:

- (a) Register of Red Marketing Cards
(Forms Cotton 212).
- (b) Register of Forms Cotton 211-A.

Binder #4 - Forms Cotton 254.

Binder #5 - Forms Cotton 254-A.

Binder #6 - Forms Cotton 255.

Binder #7 - Forms Cotton 257.

Binder #8 - Forms Cotton 218.

Binder #9 - Forms Cotton 210.

Binder #10- Forms Cotton 256.

Part VI. Stock of Blank Forms

Sec. A. Serially Numbered Forms.

- (1) Cotton 211.
- (2) Cotton 211-A.
- (3) Cotton 212 and 213.
- (4) Cotton 214.
- (5) Cotton 219.
- (6) Cotton 219-A.
- (7) Cotton 258.

Sec. B. Forms Not Serially Numbered.

- | | |
|------------------|--------------------|
| (1) Cotton 209 | (10) Cotton 222. |
| (2) Cotton 210. | (11) Cotton 250. |
| (3) Cotton 212-A | (12) Cotton 251. |
| (4) Cotton 215. | (13) Cotton 252. |
| (5) Cotton 216. | (14) Cotton 253. |
| (6) Cotton 217. | (15) Cotton 254. |
| (7) Cotton 218. | (16) Cotton 254-A. |
| (8) Cotton 220. | (17) Cotton 255. |
| (9) Cotton 221. | (18) Cotton 256. |
| | (19) Cotton 257. |

Part VII. The Following is a List of Rubber Stamps to be supplied County Offices for Use in Con-
noction with the Regulations:

<u>Stamp</u>	<u>Reference</u>
1. "Penalty-Secured"	Sec. 402(d)
2. "Canceled-Sec. 402(d)"	Sec. 402(d)
3. "Canceled-Sec. 402(e)"	Sec. 402(e)
4. "One Thousand Pounds"	Sec. 402(e)
5. "Reissue"	Sec. 405(b)
6. "Duplicate"	Sec. 406(b)
7. Full mail address of the Treasurer of the County Committee	(To be used in in- dicating the return address on each <u>postal</u> <u>card copy of forms</u> <u>Cotton 211-A, 213 and 221.</u>)

Sec. 202. Publication of Farm Acreage Allotments, Normal Yields, and Marketing Quotas. - As soon as cotton acreage allotments and normal yields established for farms in a county have been approved by the State Committee, the County Committee shall cause form Cotton 210 to be executed in triplicate. One copy shall be permanently kept freely available for public inspection in the County Office; one copy shall be posted for not less than 30 calendar days in a conspicuous place in the county; and one

copy shall be furnished to the County Agent for the county, who shall keep the list permanently available for public inspection in his office. If the county is divided into two or more local administrative areas for the purpose of the cotton marketing quota provisions of the Act, the farms in the county shall be grouped with regard to the administrative areas in which they are situated and listed on form Cotton 210 by such groups in order that forms Cotton 210 listing the information with respect to farms in an administrative area may be posted for not less than 30 calendar days in a conspicuous place in such area. The copy to be kept in the County Office shall be placed in a binder and kept by the County Committee as a permanent record.

The following information shall be entered on form Cotton 210:

1. In the spaces indicated enter the State and county code number, the name of the county, and the name of the State.

2. The information and data for each farm in the county for which a cotton acreage allotment is established shall be entered in the numerical order of the farm serial numbers within the county (or local administrative area, as the case may be), and the entries for each farm shall be made on a separate line.

3. In column A enter the serial number of the farm.

4. In column B enter the name of the operator of the farm.

5. In column C enter either the legal description or a description of the location of the farm or else the name by which it is commonly known.

6. In column D enter the final acreage allotment established for the farm as shown on Forms ACP-58 or ACP-58A. If the acreage allotment was revised due to released cotton acreage, enter the revised acreage allotment.

7. In column E enter the normal yield per acre of lint cotton established for the farm as shown on Form ACP-58A.

8. In column F enter the normal production of the farm acreage allotment obtained by multiplying the amount of the normal yield per acre entered in column E by the number of acres entered in column D. [Sec. 202]

Sec. 203. Notice of Farm Acreage Allotments, Normal Yields, and Marketing Quotas. - As soon as cotton acreage allotments and normal yields established for farms in the county have been approved by the State Committee, the County Committee shall cause forms Cotton 209 to be executed in duplicate and distributed as follows:

1. In the spaces indicated enter the State and county code number and farm serial number, the name and address of the farm operator, and either the legal description or a description of the location of the farm or else the name by which it is commonly known.
2. In item 1 enter the cotton acreage allotment established for the farm as shown in column D of form Cotton 210.
3. In item 2 enter the normal yield per acre of lint cotton established for the farm as shown in column E of form Cotton 210.
4. In item 3 enter the normal production of the farm acreage allotment as shown in column F of form cotton 210.
5. After the County Committee has approved the notice, one member of the committee shall sign it and enter the date of his signature in the spaces indicated.
6. Mail the original to the operator of the farm. It must be deposited in the United States mails in an envelope addressed to the farm operator on the day, as indicated by the date following the signature of the committeeman, on which it was signed.
7. Retain the copy in the folder for the farm.
8. A copy of the executed form Cotton 209, duly certified as true and correct by a member of the County Committee or the Secretary or Treasurer of the County Committee, shall, upon request, be furnished without charge to any person who as operator, landlord, tenant, or sharecropper is interested in the cotton produced in 1938 on the farm. [Sec. 203]

Sec. 204. Measurement of Farms. - (a) For the purpose of the cotton marketing quota provisions, each farm for which a cotton acreage allotment was established and on which cotton was planted in 1938 shall be measured in accordance with the established procedure of the Agricultural Adjustment Administration and a record

of such measurements shall be kept among the records of the County Office. [Sec. 301/]

(b) the County Committee shall execute in duplicate and file promptly with the State Committee a written report on form Cotton 218 with respect to each farm in the county on which the acreage planted to cotton in 1938 is in excess of the acreage allotment established therefor. [Sec. 302.] The following information shall be entered on form Cotton 218:

1. In the spaces indicated enter the State and county code number, the sheet number, the total number of sheets in the report, the name of the county, and the name of the State.

2. Enter the information and data for each farm on a separate line.

3. In column A enter the serial number of the farm.

4. In column B enter the name of the operator of the farm.

5. In column C enter the name of all other cotton producers on the farm. The name of each such producer shall be entered on a separate line, and the names of all the cotton producers on the farm shall be entered on consecutive lines.

6. In column D enter the number of acres in cultivation cropland in 1938 on the farm.

7. In column E enter the acreage allotment established for the farm as shown on form Cotton 210.

8. In column F enter the acreage planted to cotton in 1938 on the farm.

9. The report shall be examined by the County Committee and, if found to be correct, dated and signed by a member of the committee on its behalf. The original shall be mailed to the State Committee and the copy placed in a binder and kept as a permanent record in the County Office.

Sec. 205. Issuing Form Cotton 211. - (a) In issuing white marketing cards pursuant to section 401(a) of the regulations the Treasurer of the County Committee shall first prepare form Cotton 250 in duplicate as follows:

1. Data with respect to the issuance of each marketing card shall be tabulated on a separate line.

2. In column A enter in numerical order the farm serial numbers of all farms in the county on which the acreage planted to cotton in 1938 does not exceed the respective farm acreage allotments established therefor.

3. In column B enter in numerical order the serial numbers of the forms Cotton 211 issued, beginning with the first serial number of the forms Cotton 211 consigned to the county.

4. In column C enter the name of the operator of the farm identified by the farm serial number in column A.

5. The form Cotton 211 bearing the serial number entered in column B shall be issued to the operator whose name appears on the same line in column C.

After form Cotton 250 has been prepared as indicated above, forms Cotton 211 shall be prepared as follows:

1. In the space indicated, insert the State and county code number followed by the farm serial number appearing in column A of form Cotton 250.

2. In the space indicated enter the name and full mail address of the operator of the farm.

(b) The County Committee shall examine each form Cotton 211 and form Cotton 250 and, if it finds that forms Cotton 211 so prepared may be properly issued to the operators whose names appear thereon, a member of the County Committee on behalf of the committee shall sign the forms Cotton 211 and enter the date of his signature. The County Committee shall then issue each marketing card to the operator whose name appears thereon, who shall receipt for the marketing card by signing his name on the applicable line in column E of form Cotton 250 and entering the date of his signature in column D thereof.

(c) After forms Cotton 211 have been issued to the operators of farms planting within acreage allotments, the County Committee shall, in accordance with the procedure outlined in subsections (a) and (b) of this section, issue a white marketing card (form Cotton 211) to all other producers on such farms unless the County Committee finds that the issuance of a white marketing card to any one of such producers will not serve a useful purpose.

Each operator or producer receiving a form Cotton 211 shall promptly upon its receipt sign his name (in the style shown therein

or else in his usual style in business transactions) in the space provided and enter the date of such signature opposite it.

(d) A form Cotton 211 shall not be issued under section 401(b) of the regulations to any producer who is engaged in the production of cotton on any farm in the county on which the acreage planted to cotton in 1938 exceeds the farm acreage allotment established therefor.

Sec. 206. Issuing Form Cotton 211A. - Forms Cotton 211A shall, upon request of the producer, be issued by the County Committee pursuant to section 401(d) of the regulations to any producer to whom form Cotton 211 was issued who desires to market cotton by telephone, telegraph, letter, or by any means or method other than directly to and in the presence of the buyer or transferee.

A record of the issuance of form Cotton 211A shall be kept on form Cotton 253 as follows:

1. The title shall be changed to read "Register of Forms Cotton 211A".

2. In column A enter the serial number of the farm.

3. Make no entry in column B.

4. Change the heading of columns C and D to read "Serial Numbers of Cotton 211A", and in columns C and D enter the first and last serial numbers, respectively, in the book of forms Cotton 211A issued to the producer.

5. In column E enter the name of the operator or producer.

6. In the space indicated on each form Cotton 211A in the book the Treasurer of the County Committee shall enter in indelible pencil, except the stamping of the address as provided in item 6 below of this paragraph, (1) the State and County code number and the serial number of the farm with respect to which forms Cotton 211A are issued; (2) the marketing card serial number of the form Cotton 211 issued to the producer; (3) the name of the county; (4) the name of the State; (5) the name and full mail address of the operator or producer to whom forms Cotton 211A are issued; and (6) on the address side of each form Cotton 211-A-t, stamp the full mail address of the Treasurer of the County Committee after the words "Treasurer of the County Agricultural Conservation Committee".

7. The County Committee shall examine form Cotton 253 and each form Cotton 211A and, if found to be correct,

its approval thereof shall be indicated by a member thereof signing his name on each form Cotton 211A in the space indicated and entering the date on which it was issued (being the date of such approval).

8. The producer shall receipt for forms Cotton 211A by signing his name in column G of form Cotton 253 and by entering the date of his signature in column F.

Sec. 207. Issuing Marketing Certificates for Sea Island or American-Egyptian Cotton. - (a) Sea Island or American-Egyptian Cotton Marketing Certificates (form Cotton 214) shall be issued by the County Committee in accordance with the provisions of section 404(a) of the regulations and as indicated in the form Cotton 214. The issuance of forms Cotton 214 shall be recorded on form Cotton 250 in the same manner as provided in section 205 of these instructions with respect to the issuance of white marketing cards, except that the title of form Cotton 250 shall be changed to read "Register of Sea Island or American-Egyptian Cotton Marketing Certificates".

(b) If a producer to whom form Cotton 214 is issued has on hand cotton from any previous crop the staple of which is less than 1-1/2 inches in length, the County Committee shall, pursuant to section 401(c) of the regulations, issue to such producer a form Cotton 211 in accordance with the procedure outlined in section 205 of these instructions, except that - -

1. the words "carry-over" shall be stamped across its face, and

2. a reference to "Section 401(c)" shall be entered in column F of the form Cotton 250 on which it is listed.

Sec. 208. Record of Cotton Ginned for Farms Planting Within Acreage Allotment. - Cotton ginned from each farm planting within the farm acreage allotment shall be recorded on form Cotton 251 on the basis of information shown on form Cotton 216. Form Cotton 251 shall be executed, in the original only, as follows:

1. In the spaces indicated enter the State and county code number and the consecutive sheet number of form Cotton 251, starting with number 1.

2. At least one line shall be used to tabulate data with respect to each farm.

3. In column (1) enter in numerical sequence the farm serial numbers for farms in the county planting within farm acreage allotments.

4. In column (2) enter the name of the operator of the farm identified by the farm serial number in column (1).

5. In the column headed "Serial No. Cotton 216" enter the serial number of the gin followed by the report number of form Cotton 216. If the report is for a gin situated in another county, the number of the gin and report number of form Cotton 216 shall be preceded by the code number of the State and county in which the gin is situated.

6. In the column headed "Net Pounds" enter the total number of net pounds (Subtract 22 pounds for each square bale or 3 pounds for each round bale, respectively, on Cotton 216. Do not make this subtraction if cotton was not baled.), of lint cotton covered by the report which were ginned from the farm identified by the serial number in column (1). Whenever a report on form Cotton 216 shows two or more amounts ginned for producers on a single farm the sum total of such amounts shall be recorded as one entry on form Cotton 251.

Sec. 209. Establishing Farm Accounts for Farms Planting in Excess of Acreage Allotments. - (a) An account on form Cotton 254 shall be set up for each farm in the county on which the acreage planted to cotton is in excess of the farm acreage allotment. Forms Cotton 254 will be prepared in the original only and kept in a binder in the numerical sequence of the farm account serial numbers. The following information shall be entered in Part IV of form Cotton 254 at the time the account is established:

1. In line 1 enter the farm account serial number: beginning with "1" for the first account and continuing thereafter in numerical sequence. Insofar as practicable, farms planting in excess of the farm acreage allotments shall be arranged in the numerical order of the farm serial numbers for the purpose of assigning farm account serial numbers.

2. In line 2 enter the sheet number and total number of sheets required for the particular account.

3. In line 3 enter the State and county code and farm serial number.

4. In lines 4 and 5 enter the name and full mail address of the operator of the farm.

(b) A form Cotton 255 must be prepared with respect to each farm on which the acreage of cotton planted is in excess of the farm acreage allotment. Form Cotton 255 will also be executed for a farm on which the acreage allotment is not exceeded if any cotton producer thereon is engaged in the production of cotton on a farm on which the acreage allotment has been exceeded if such producer will require a marketing card on the farm where the acreage allotment has not been exceeded. The following information shall be shown on form Cotton 255.

1. In the spaces indicated enter the State and county code number and the farm serial number and the farm account serial, from Part IV of form Cotton 254.

2. In column (1) enter in alphabetical order the names of all cotton producers on the farm except that the names of the operator and landlord, respectively, shall be entered on lines immediately following the names of all other producers.

3. In the heading of column (3) enter the normal yield per acre of lint cotton which was approved by the State Committee for the farm as shown on form Cotton 209.

4. Opposite the name of each producer who works a producer unit on the farm enter --

a. in column (2) the number of acres planted to cotton in his producer unit;

b. in column (3) the result obtained by multiplying the number of acres in column (2) by the normal yield per acre of lint cotton for the farm;

c. in columns (4), (5) and (6) enter the respective fractional shares of the landlord, operator, and tenant or cropper in the planted acres shown in column (2);

d. in columns (7), (8), and (9) enter the respective acreage shares of the landlord, operator, and tenant or cropper in the acreage shown in column (2); and

e. in columns (10), (11), and (12) enter the respective shares, in pounds, of the landlord, operator, and tenant or cropper in the normal production shown in column (3)

5. The sum of the entries in column (2) must equal the total number of acres planted to cotton in 1938 on the farm. The sum of the entries in column (3) must equal the result obtained by multiplying the total number of acres planted to cotton in 1938 on the farm by the normal yield per acre of lint cotton shown in the heading of column (3). The sum of the entries in column (9) plus the total of the entries in columns (7) and (8) must equal the total acreage planted to cotton in 1938 on the farm. The sum of the entries in column (12) plus the totals of columns (10) and (11) must equal the amount shown in the total line of column (3).

6. In cases where a producer works more than one producer unit on a farm and is entitled by his lease or operating agreement to the same fractional share in the cotton crop produced on all of such units, the data with respect to all of such units shall be entered on a single line of form Cotton 255. If a producer works more than one producer unit and is entitled by his lease or operating agreement to different fractional shares in the cotton crops produced on such units, the data with respect to all of such units in which he is entitled to the same fractional share shall be entered on separate lines of form Cotton 255.

7. Forms Cotton 255 will be prepared in the original only and placed in a binder in the numerical order of the farm account serial numbers.

(c) In Part I of form Cotton 254 the following information shall be entered:

1. In line 1 enter the farm acreage allotment as shown in form Cotton 209.

2. In line 2 enter the normal yield per acre of lint cotton for the farm as shown in form Cotton 209.

3. In line 3 enter the normal production of the farm acreage allotment. The entry in line 3 shall be equal to the result obtained by multiplying the entry in line 1 by the entry in line 2.

4. In line 4 enter the amount of cotton from any previous crop which the County Committee finds, from actual inspection of the cotton or certificates of title thereto, that the producers on the farm have on hand which is not pledged to a private or public lender or lending agency as collateral security for a Commodity Credit Corporation cotton loan.

5. In line 5 enter the sum of the entries in lines 3 and 4.

6. In line 6 enter the number of acres planted to cotton in 1938 on the farm as shown in the total line of column (2) of form Cotton 255.

(d) In Part V of form Cotton 254 the following information shall be transcribed from form Cotton 255.

1. In column (1) enter the names of the producers on the farm in the order in which they appear on form Cotton 255. If there are producers on the farm in 1938 who have cotton on hand from any previous crop but who are not interested in the cotton crop produced on the farm in 1938 or the proceeds thereof, enter the names of such producers in column (1) after the names of all producers, including the operator and landlord, having an interest in the 1938 cotton crop, or proceeds thereof, have been listed.

2. In column (3) enter the amount of cotton from any previous crop which the County Committee finds, from actual inspection of the cotton or certificates of title thereto, that each producer has on hand which is not pledged to a private or public lender or lending agency as collateral security for a Commodity Credit Corporation cotton loan. The total of column (3) shall equal the amount in line 4 of Part I of form Cotton 254.

3. In column (4) enter the fractional share, of each producer, in the acreage planted to cotton in 1938 on the farm, as shown in columns (4), (5), and (6) of form Cotton 255. If a producer is entitled by his lease or operating agreement to different fractional shares in the cotton crops produced on the producer units worked by him, enter each such fractional share in column (4).

4. In column (5) enter the share of each producer in the acres planted to cotton in 1938 on the farm as shown in columns (7), (8), and (9) of form Cotton 255. Enter the total of the entries in column (5) on the total line of column (5) on the last sheet of the farm account. The total of the entries in column (5) must be equal to the number of acres shown on the total line of column (2) of form Cotton 255.

5. In column (6) enter the share of each producer in the normal production of the acreage planted to cotton in 1938 on the farm as shown in columns (10), (11), and (12) of form Cotton 255. Enter the total of the entries in column (6) on the total line of column (6) on the last sheet of the farm account. The total of the entries in column (6) must be equal to the amount entered in the total line of column (3) of form Cotton 255.

(e) If form Cotton 212 is to be issued to the operator of a farm for all producers on the farm, as provided in section 402(b) of the regulations, form Cotton 212-A must be executed by the operator and all other producers on the farm. In order to avoid the issuance of forms Cotton 212 to all producers on a farm with respect to which form Cotton 212-A will be executed, the County Committee should

ascertain at the earliest opportunity whether or not a red marketing card will be issued to each producer on the farm or whether all producers on the farm will elect, under the provisions of section 402(b) of the regulations, to have form Cotton 212 issued only to the operator of the farm.

Sec. 210. Apportioning Producer Marketing Quotas Under Paragraph 1 of Section 205 of the Regulations. - (a) The farm marketing quota expressed in terms of the normal production of the farm acreage allotment, as shown in line 3 of Part I of form Cotton 254, shall be apportioned under paragraph 1 of section 205 of the regulations among producers on each farm planting in excess of the acreage allotment. In carrying out the provisions of said paragraph 1, the following entries shall be made in Part V of form Cotton 254:

1. In the space provided in the heading of column (7) enter the percentage figure, carried to 4 decimal places, obtained by dividing the normal production of the acreage allotment for the farm, as shown in line 3 of Part I of form Cotton 254, by the normal production of the acreage planted to cotton in 1938 on the farm, as shown in the total line of column (6).

2. In column (7) enter each producer's share in the normal production of the farm acreage allotment obtained by multiplying the entry in column (6) for such producer by the percentage figure entered in the heading of column (7). The sum of the entries in column (7) must equal the amount entered in line 3 of Part I of form Cotton 254.

(b) If one or more producers on the farm should complain in writing to the County Committee that the apportionment of the farm marketing quota among producers, as determined under subsection (a) of this section, is not fair and equitable, the County Committee may reapportion the farm marketing quota among the producers on the farm as provided in paragraph 3 of section 205 of the regulations. If such reapportionment is made, a notation to that effect shall be made on form Cotton 255 and a memorandum, signed by a member of the County Committee, setting forth the basis for the determination of the County Committee in reapportioning producer marketing quotas, shall be filed in the folder for the farm. In such case the producer marketing quotas entered in column (7) of Part V of form Cotton 254 in accordance with subsection (a) of this section shall be circled and the amount of each producer marketing quota as reapportioned by the County Committee shall be entered in column (7) above the circled figure.

Sec. 211. Issuing Red Marketing Cards (Form Cotton 212) and Issuing Cotton Marketing Records and Penalty Receipts (Form Cotton 213). - (a) After the farm accounts provided for in section

209 of these instructions and the apportionment of producer marketing quotas under paragraph 1 of section 205 of the regulations have been made as required in section 210 of these instructions, in case the penalty to be incurred with respect to the marketing of cotton has not been secured by a bond or funds held in escrow, the County Committee shall issue forms Cotton 212 in accordance with section 402(a) or section 402(b) of the regulations. Each form Cotton 212 issued shall be prepared as follows:

1. In the spaces indicated enter the State and county code number and the serial number for the farm.

2. In the blank space between the words "This is to certify that" and "pounds of lint cotton" enter, if form Cotton 212 is issued pursuant to section 402(a) of the regulations, the sum of the entries in columns (3) and (7) of Part V of form Cotton 254 for the producer to whom it is issued, or, if form Cotton 212 is issued to the operator of the farm pursuant to section 402(b) of the regulations, the sum of the entries in the total line of columns (3) and (7) of Part V of form Cotton 254.

3. Write in "Words" in the space above the signature of the county committeeman on Cotton-212 the amount of the marketing quota shown on Cotton-212 as follows "Two thousand pounds."

4. In the spaces indicated enter the name and full mail address of the farm operator.

(b) Each set of forms Cotton 213 in the book accompanying form Cotton 212 shall be prepared at the time it is issued as follows:

1. All entries on form Cotton 213 which are to be made in the County Office shall be made with indelible pencil except the stamping of the address of the Treasurer of the County Agricultural Conservation Committee on the postal card copy.

2. In the spaces indicated enter (1) the marketing card serial number of the form Cotton 212 which accompanies the book of forms Cotton 213; (2) the State and county code and farm serial number; (3) the name of the county; (4) the name of the State; and (5) the name and full mail address of the producer to whom issued.

3. In line 1, Part I of the first set of forms Cotton 213 in each book enter the amount of the marketing quota which is shown on the form Cotton 212 which accompanies the book of forms Cotton 213.

4. On the address side of each form Cotton 213b stamp the full mail address of the Treasurer of the County Committee beneath the words "Treasurer of County Agricultural Conservation Committee".

(c) A record of the issuance of all forms Cotton 212 and the related forms Cotton 213 shall be kept on form Cotton 253 prepared in duplicate as follows:

1. Tabulate on a separate line the data with respect to the issuance of each form Cotton 212 and book of forms Cotton 213. Forms Cotton 212 and the data in connection with the issuance thereof shall be listed strictly in the numerical order of the printed serial numbers appearing thereon. If a form Cotton 212 and book of forms Cotton 213 are to be issued to each producer on a farm, all forms Cotton 212 to be issued to such producers shall be listed on form Cotton 253 on consecutive lines.
2. In the spaces indicated enter the State and county code number, the sheet number, the name of the county, and the name of the State.
3. In column A enter the serial number of the farm.
4. In column B enter the serial number of the form Cotton 212.
5. In columns C and D enter the first and last serial numbers, respectively, of forms Cotton 213 which are in the same book and accompany the form Cotton 212.
6. In column E enter the name of the operator or producer to whom form Cotton 212 and the related forms Cotton 213 are issued.

(d) The County Committee shall examine each form Cotton 212, 213, and 253 and, if found to be correct, a member thereof shall, on its behalf, sign form Cotton 212 in the space provided and enter the date of his signature. The operator or producer to whom form Cotton 212 and forms Cotton 213 are issued shall receipt therefor by signing his name in column G of form Cotton 253 and entering the date of his signature in column F thereof. The operator or producer to whom the marketing card is issued shall also countersign such card on the line provided therefor at the time he received it and enter the date thereof opposite.

(e) In cases where the number of transactions in which a producer markets cotton will be in excess of the number of sets of form Cotton 213 contained in the book accompanying the form Cotton 212 issued to him and an additional form Cotton 212 and forms Cotton 213 are not to be issued under section 402(c), section 405, or section 406 of the regulations, the County Com-

mittee shall, upon request of the producer, issue an additional book of forms Cotton 213 and the form Cotton 212 accompanying it, in accordance with the procedure outlined in subsections (a), (b), (c), and (d) of this section, except that:

1. The amount of the producer marketing quota or farm marketing quota, as the case may be, entered on the new form Cotton 212 shall be the same as that shown on the previous form Cotton 212. If the particular book is the second book issued to the producer the word "second" shall be entered on the face of form Cotton 212. Similarly, the issue number of each subsequent book issued to a producer in accordance with the provisions of this subsection shall be entered on the face of form Cotton 212; as, for example, "Third" or "Fourth".

2. In line 1, Part I, of the first set of the forms Cotton 213 in the new book enter the unused portion, if any, of the marketing quota as shown in line 3 of the last form Cotton 213a contained in the book previously issued. If there is no unused marketing quota the word "None" shall be entered in line 1, Part I, of the first set of forms Cotton 213 in the new book.

3. In column H of form Cotton 253 enter the word "Second" or "Third", etc., as the case may be, and the serial number of the forms Cotton 212 previously issued to the producer.

Sec. 212. Penalties Secured by Bonds of Money Held in Escrow. - (a) Forms Cotton 211 may be issued pursuant to section 402 (d) of the regulations to producers on a farm on which the acreage planted to cotton is in excess of the farm acreage allotment if the owner or operator of such farm secures the payment of the total estimated penalty to be incurred by depositing funds to be held in escrow or by executing a bond of indemnity on form Cotton 215 as provided in section 507 of the regulations. The amount of the estimated penalty shall be determined by the County Committee in strict accordance with section 507(c) of the regulations and a memorandum containing the details of such determination signed by a member of the County Committee shall be filed in the folder for the farm. A bond or funds tendered to secure payment of the penalty shall not be accepted, as provided in said section 507(c), if a producer on a farm with respect to which the penalty is sought to be secured has an interest in the cotton crop produced on more than one farm in the county on which cotton is planted in excess of the farm acreage allotment unless a bond or funds to secure payment of the penalty are offered and accepted with respect to all of such farms.

(b) If funds are tendered to be held in escrow to secure payment of the penalty, the Treasurer of the County Committee shall issue a receipt for such funds on form Cotton 219 prepared in duplicate as follows (all checks, drafts, or money orders should be payable to the Treasurer of the county committee.):

1. In the space provided enter the State and county code number.

2. Above the words "(Name of remitter)" and "(Full mail address)" enter the name and address, respectively, of the owner or operator who deposited the funds.

3. In the space following the words "the sum of" enter the amount of the funds deposited.

4. Draw a line through the words "in payment of the penalty".

5. Make no entry in the space following the words "the marketing by".

6. In the space following the words "identified by serial number" enter the farm serial number.

7. If the funds received are in the form of cash, enter the word "Cash" in the column headed "Drawer".

If the funds are in the form of checks, drafts, or money orders, describe each check, draft, or money order by entering in the columns headed "Date", "Drawer", "Drawee", and "Amount" the date, name of drawer, name of drawee, and amount, respectively, of the check, draft, or money order. The name of the "drawer" is the name of the owner or operator who signs the check or obtains the money order. The name of the drawee is the name of the bank on which the check is drawn or the name of the Postmaster in case of money order.

If cash and checks, drafts, or money orders are received, enter the word "Cash" in the first line of the column headed "Drawer" and describe the checks, drafts, or money orders in the remaining lines of the columns indicated.

After the word "Total" enter the sum of the cash, checks, drafts, and money orders.

8. After the dollar mark above the word "Amount" enter the total amount of the funds received.

9. The Treasurer of the County Committee shall sign the original and copy and enter the date of his signature. The original shall be delivered or forwarded to the remitter and the copy retained by the Treasurer of the County Committee in the folder for such forms.

10. The funds received shall be deposited immediately in the special deposit account in accordance with the procedure outlined in section 224 of these instructions.

(c) If a bond on form Cotton 215 is executed by the owner or operator and two sureties, the County Committee shall verify the sufficiency and form of the bond and indicate its approval as follows:

1. In the spaces provided enter the State and county code and farm serial number and the bond serial number. The bond serial number shall be number "1" for the first bond approved and continue thereafter in numerical sequence for bonds subsequently approved.

2. Determine that -

a. the name of the owner or operator of the farm appears thereon as principal;

b. the names of the county and State have been entered;

c. the names of the two sureties have been entered;

d. the amount of the principal sum entered is not less than the estimated amount of the penalty to be incurred;

e. the date and place of execution are properly shown;

f. the amount of cotton estimated to be produced in excess of the farm marketing quota, determined as provided in section 507(c) of the regulations, has been entered;

g. the signatures and addresses of the principal and two sureties appear thereon and agree with the names entered above in the body of the bond;

h. the signatures of the principal and two sureties were witnessed by two disinterested persons who entered their signatures and addresses in the spaces provided; and

i. the "Justification of Sureties" has been completed and executed and acknowledged before a proper officer.

3. If the County Committee finds that the bond has been properly executed and that, to the best of their knowledge and belief, the sureties are good and sufficient, the "Certificate of County Committee" shall be executed by a member of the committee.

4. The original shall be delivered to the Treasurer of the County Committee, one copy retained by the principal, and one copy retained by each of the sureties.

(d) The Treasurer of the County Committee shall record the receipt of the funds or the approval of the bond in Part II of form Cotton 254 as follows:

1. In line 1 enter the serial number assigned to the bond. Make no entry in line 1 if funds were deposited to be held in escrow.

2. In line 2 enter the printed serial number of the form Cotton 219. Make no entry in line 2 if a bond of indemnity (form Cotton 215) was executed.

3. In line 3 enter the amount of the funds held in escrow as shown by the form Cotton 219 or the principal sum of the bond.

(e) The Treasurer of the County Committee shall record the receipt of the funds to be held in escrow in Part II of form Cotton 256 as follows:

1. In column (1) enter the date on which the funds were received as indicated by the date of the form Cotton 219;

2. In column (2) enter the printed serial number of the form Cotton 219.

3. In column (3) enter the farm account serial number of the farm as shown on the form Cotton 254.

4. In column (4) enter the amount of the funds received as shown on the form Cotton 219.

5. If the checks, drafts, or money orders received are not honored upon presentment for payment, a contra entry in red, duplicating the information previously entered in Part II of form Cotton 256, shall be made in columns (1) through (4) of Part II of form Cotton 256, or if they were not paid at par the same contra entry in red shall be made except that the contra entry in red to be entered in column (4)

shall be the difference between the amounts of the checks, drafts, or money orders and the amounts for which they were honored.

6. If the owner or operator redeposits the amount of the dishonored checks, drafts, or money orders, or deposits the difference between their face value and the amount for which they are honored, the procedure outlined above in this section shall be followed, except that such owner or operator shall be required to surrender the form Cotton 219 previously issued to him and the printed serial number of the new form Cotton 219 shall be entered in line 2 of Part II of form Cotton 254 above the serial number of the form Cotton 219 previously issued.

7. If the checks, drafts, or money orders were not honored at par and the owner or operator fails or refuses to deposit the difference between their face value and the amount for which they were honored, the amount for which they were honored shall be returned to the owner or operator by a check drawn against the special deposit account in accordance with section 224 of these instructions and the following entries made in form Cotton 256:

a. In column (5) enter the current date.

b. In column (6) enter the serial number of the form Cotton 219 issued with respect to the remittance followed by a dash (-) and the sheet number of the form Cotton 256 on which it was recorded.

c. In column (7) enter the farm account serial number as shown on form Cotton 254.

d. In column (8) enter the amount for which the checks, drafts, or money orders were honored.

e. In column (9) enter the current date.

f. In column (10) enter the reference number for the transaction which was entered in column (6).

g. Make no entry in column (11).

h. In column (12) enter the farm account serial number as shown on form Cotton 254.

i. In column (13) enter the amount of the transaction which was entered in column (8).

j. In column (14) enter the date of the check drawn by the Treasurer of the County Committee payable to the owner or operator.

k. In column (15) enter the number of such check.

l. In column (16) enter the farm account serial number as shown on form Cotton 254.

m. Make no entry in column (17).

n. In column (18) enter the name of the owner or operator to whose order the check is drawn.

o. In column (19) enter the amount previously entered in columns (8) and (13) which shall also agree with the amount of the check drawn payable to the order of the owner or operator.

(f) If forms Cotton 212 and 213 were issued to producers on the farm prior to the execution of the bond or the depositing of the funds to be held in escrow, the forms Cotton 212 and 213 must be returned to the County Committee prior to the time any forms Cotton 211 are issued. The forms Cotton 212 shall be canceled by stamping across the face thereof in bold letters the legend "Canceled - Sec. 402(d)" and the same legend shall be so stamped or endorsed on each unused set of forms Cotton 213 in the book accompanying the form Cotton 212. In column H of form Cotton 253 on the same line with the serial number of the form Cotton 212 enter the legend "Sec. 402(d)". The cancellation of form Cotton 212 and unused forms Cotton 213 shall not affect the forms Cotton 213 executed previously, and forms Cotton 213b executed and returned to the county office shall be posted and filed in the manner outlined in section 221 of these instructions. The canceled forms Cotton 212 and 213 shall be filed in the folder for the farm. (Wherever in these instructions the word "stamped" or "stamp" is used, if a rubber stamp for the purpose is not available, it will suffice to make the endorsement in writing or printing in bold letters.)

(g) After the bond of indemnity on form Cotton 215 has been approved or after the funds tendered to be held in escrow are held in the special deposit account and any forms Cotton 212 and 213 theretofore issued have been canceled, the County Committee shall issue forms Cotton 211 to the producers on the farm in accordance with section 205 of these instructions except that:

1. In column F of form Cotton 250 enter the legend "Sec. 402(d)",

2. Stamp the words "Penalty Secured" across the face of each form Cotton 211, and

3. Enter the words "Cotton 211" and the serial number of the form Cotton 211 in column (2) of form Cotton 254.

(h) If the County Committee finds that the actual production in 1938 of the acreage planted to cotton on the farm as estimated pursuant to section 507(c) of the regulations will not exceed the normal production of the farm acreage allotment, the County Committee shall not approve the bond or accept the funds tendered to secure payment of the penalty and may, if the circumstances warrant it, issue forms Cotton 211 to the producers on the farm as otherwise indicated in this section.

Sec. 213. Farms Producing Less Than 1,000 Pounds of Lint Cotton. - Forms Cotton 211 may be issued pursuant to section 402(e) of the regulations to producers on a farm on which cotton was planted in excess of the farm acreage allotment if the County Committee finds that the total amount of lint cotton produced thereon in 1938 does not exceed 1,000 pounds or estimates that the total amount of lint cotton to be produced thereon in 1938 will not exceed 1,000 pounds. A memorandum containing the details of such determination, signed by a member of the County Committee, shall be filed in the folder for the farm. If forms Cotton 212 and 213 were issued to producers on the farm prior to such determination of the County Committee, the forms Cotton 212 and 213 must be returned to the County Committee prior to the issuance of any forms Cotton 211. The forms Cotton 212 shall be canceled by stamping across the face thereof the words "Canceled - Sec. 402(e)", and the same legend shall be stamped on each unused set of forms Cotton 213 in the book accompanying the form Cotton 212. In column H of form Cotton 253, on the same line with the serial number of the form Cotton 212, enter the legend "Sec. 402(e)". The canceled forms Cotton 212 and 213 shall be filed in the folder for the farm. The cancellation of form Cotton 212 and unused forms Cotton 213 shall not affect forms Cotton 213 executed previously and forms Cotton 213b executed and returned to the County Office shall be posted and filed in the manner outlined in section 221 of these instructions. After any forms Cotton 212 and 213 issued have been canceled, the County Committee shall issue forms Cotton 211 to the producers on the farm in accordance with the procedure outlined in section 205 of these instructions, except that:

1. In column F of form Cotton 250 enter the legend "Sec. 402(e)",

2. Stamp the words "One Thousand Pounds" across the face of each form Cotton 211, and

3. Enter the words "Cotton 211" and the serial number of the form Cotton 211 in column (2) of form Cotton 254.

Sec. 214. Issuing Forms Cotton 221. - Any producer to whom forms Cotton 212 and 213 were issued shall be furnished, upon request, blank forms Cotton 221 to be executed as provided in sections 408(f), 503(c), and 602(a)2 of the regulations in connection with any cotton produced by him in 1938 the staple of which is 1-1/2 inches or more in length. When form Cotton 221b has been executed and returned to the Treasurer of the County Committee, the total number of net pounds covered thereby shall be posted to Part VI of form Cotton 254 as a contra entry in red as follows:

1. On line (a) opposite the producer's name in the next available column entitled "Reference No." enter the words "Cotton 221".

2. On line (a) opposite the producer's name in the next available column entitled "Net Pounds" enter the total net weight of the cotton covered by the form Cotton 221.

3. File the form Cotton 221b in the folder for the farm.

Sec. 215. Forms Cotton 212 and 213 for Cotton Pledged as Collateral for a Commodity Credit Corporation Cotton Loan. - A Form Cotton 212 and book of forms Cotton 213 may upon request, be issued, by the County Committee to any producer who has previously been issued a form Cotton 212 and corresponding forms Cotton 213 and who desires to market cotton pledged as collateral security for a Commodity Credit Corporation cotton loan held by a private or public lender or lending agency. The Form Cotton 212 and book of forms Cotton 213 shall be issued in accordance with section 211 of these instructions, except that:

1. The poundsage to be entered in the blank space of form Cotton 212 between the words "This is to certify that" and "pounds of lint cotton" shall be the net weight of the bales which the producer states are to be withdrawn from the loan and marketed, and words "Loan Cotton" written in bold characters across its face.

2. In column H of form Cotton 253 enter the words "Loan cotton", and

3. If an entry appears in column (3) of Part V of form Cotton 254 opposite the producer's name, circle the

entry and enter the sum of the circled entry and the number of pounds entered on the form Cotton 212 immediately above the circled entry, or, if no entry appears in column (3) of Part V of form Cotton 254, enter therein the number of pounds entered on the form Cotton 212.

Sec. 216. Multiple Farms. - - (a) As provided in section 403(c) of the regulations, in case a producer is engaged in 1938 in the production of cotton on more than one farm in a county and the acreage planted to cotton in 1938 or one or more but not all of such farms is in excess of the farm acreage allotment therefor, a white marketing card (form Cotton 211) shall not be issued under the provisions of section 401 of the regulations to such producer with respect to any such farm on which the acreage planted is within the farm cotton acreage allotment. If the producer will require a marketing card with respect to any of such farms planting within the farm acreage allotment, the County Committee shall prepare farm accounts for such farms as outlined in section 209 of these instructions and apportion the marketing quota for such farm as outlined in section 210 of these instructions and issue a form Cotton 212 and a book of forms Cotton 213 to such producer as outlined in section 211 of these instructions. Above the title of form Cotton 254 so prepared insert the words "Multiple Farm". In column H of form Cotton 253 enter the legend "Sec. 403(c)". Forms Cotton 211 shall nevertheless be issued under section 401(a) of the regulations to all other producers on such farm not so situated. In column (2) of Part V of form Cotton 254 enter the serial number of the form Cotton 212 issued to such producer, preceded by the legend "Cotton 212", and enter the serial numbers of the forms Cotton 211 issued to all other producers on the farm preceded by the legend "Cotton 211". In all other respects the procedure outlined in these instructions for a farm planting in excess of the farm acreage allotment shall be applicable to any farm with respect to which such producer is issued forms Cotton 212 and 213.

(b) In case a producer is engaged in 1938 in the production of cotton on more than one farm in a county, each such farm shall be considered separately for the purposes of these instructions and all records and accounts in connection therewith shall be kept separate from the records and accounts for all other such farms except as provided in subsection (a) of this section.

Sec. 217. Lost, Destroyed, or Stolen Marketing Cards. -
(a) In case any form Cotton 211 or form Cotton 212 and forms Cotton 213 are lost, destroyed, or stolen, the County Committee may reissue such forms to the producer in accordance with section 406 of the regulations. A copy of the notices of cancellation, other correspondence, and a memorandum of any findings of the County Committee in connection with the loss, destruction, or theft of such forms shall be filled in the folder for the farm.

(b) In case a lost, destroyed, or stolen form Cotton 211 is to be replaced, the County Committee shall issue form Cotton 211 in accordance with the procedure contained in section 205 of these instructions, except that:

1. The word "Duplicate" shall be stamped across the face of the newly issued form Cotton 211.

2. The legend "Sec. 406" shall be entered in column F of form Cotton 250 opposite the entry showing the issuance of the duplicate form Cotton 211.

3. The legend "Canceled-Sec. 406" shall be entered in column F of form Cotton 250 opposite the serial number of the lost, destroyed, or stolen form Cotton 211.

(c) In case a lost, destroyed, or stolen form Cotton 212 and book of forms Cotton 213 are to be replaced, the County Committee shall issue forms Cotton 212 and 213 in accordance with the procedure contained in section 211 of these instructions, except that:

1. The amount of the producer marketing quota or farm marketing quota, as the case may be, entered on the new form Cotton 212 shall be the same as that shown on the lost, stolen, or destroyed form Cotton 212 and the word "Duplicate" shall be stamped across the face thereof.

2. In line 1, Part I, of the first set of the forms Cotton 213 in the new book enter the unused portion, if any, of the marketing quota entered in form Cotton 212. If there is no unused marketing quota the word "None" shall be entered in line 1, Part I, of the first set of forms Cotton 213 in the new book. In determining the amount of the unused portion of the marketing quota, the County Committee shall take into consideration the amount of cotton ginned and marketed by the producer as reported on forms Cotton 216 and 213b and recorded in Part VI of form Cotton 254 together with any additional information which may be required.

3. In column H of form Cotton 253 enter the legend "Sec. 406" opposite the entry showing the issuance of the duplicate.

4. The legend "Canceled - Sec. 406" shall be entered in column H of form Cotton 253 opposite the serial numbers of the lost, destroyed, or stolen forms Cotton 212 and 213.

Sec. 218. Records of Cotton Ginned on Farms Planting in Excess of Acreage Allotments. - The amount of cotton ginned by each farm on which cotton is planted in excess of the farm acreage allotment shall be recorded on form Cotton 254 on the basis of information shown on forms Cotton 216. The data shown on form Cotton 216 shall be posted to Part VI of form Cotton 254 as follows:

1. On line (a) in the column entitled "Reference No." enter opposite each producer's name the serial number of the gin, followed by the report number shown on the form Cotton 216. If the report is from a gin situated in another county, the number of the gin and the report number of the form Cotton 216 shall be preceded by the code number of the State and county in which the gin is situated. The reference to the first report covering cotton ginned by a producer will be entered on line (a) in column (8), and the reference to subsequent reports will be entered in consecutive order on line (a) of the columns headed "Reference No." of columns (10) through (18).

2. On line (a) of the column entitled "Net Pounds" enter opposite each producer's name the total number of net pounds of lint cotton which were ginned by or for him covered by the report. The share of each producer in each bale of cotton reported on form Cotton 216 shall be determined according to his fractional share therein as indicated in form Cotton 255. The net weight of each bale shall be obtained by subtracting from the gross weight of the bale, as shown in column G of form Cotton 216, 22 pounds for a square bale and 3 pounds for a round bale on account of bagging and ties. The amount of cotton ginned by or for the producer as shown in the first report will be entered on line (a) in column (9), and the amounts shown in subsequent reports will be entered in consecutive order on line (a) of the columns headed "Net Pounds" of columns (11) through (19). Only one column of form Cotton 254 should be used for each producer in recording his cotton covered by a single report on form Cotton 216. If the entry in column (4) of Part V of form Cotton 254 indicates that the producer works more than one producer unit and that he is entitled to different shares in the cotton crops produced thereon, the cotton reported on form Cotton 216 as having been ginned by him shall not be posted to Part VI of form Cotton 254 until a statement of the shares of all other producers in such cotton crops is obtained from such producer or elsewhere.

3. When all the cotton produced by or for any one producer on a farm has been ginned the sum of the entries on line (a) in the columns entitled "Net Pounds" for such producer shall be entered in column (20). If a contra entry in red has been made on line (a) in Part VI in connection with form Cotton 221, the amount to be entered in column (20) shall be the sum of the entries not made in connection with form Cotton 221 minus the sum of the contra entries.

Sec. 219. Handling Reports from Ginners.- (a) After the information for farms in the county has been posted to forms Cotton 251 and 254, a form Cotton 216 shall be prepared in the County Office with respect to cotton produced on farms located in other counties. A separate form Cotton 216 shall be prepared for each ginner's report with respect to the farms located in each of the other counties. The following information shall be entered on each form Cotton 216 so prepared:

1. Above the title of form Cotton 216 enter the word "Extract".

2. In the spaces indicated enter the State and county code numbers for the State and county in which the gin is situated; the sheet number and the number of sheets which will be required to list the farms located in other counties; the period covered by the ginner's report from which the information is being taken; the name and full mail address of the gin; the name of the manager of the gin; the serial number assigned to the gin; and the number of the report from which the information is transcribed.

3. The information appearing in columns A through G for cotton ginned from farms located in the other county shall be transcribed exactly as it appears on the form Cotton 216 submitted by the ginner.

4. The Treasurer of the County Committee shall sign his name and enter his title and the date of his signature below the entries made in columns A through G.

5. The original so prepared shall be mailed to the Treasurer of the County Committee for the county in which the farms are located, and the yellow copy retained in the County Office in which it is prepared.

(b) The originals of forms Cotton 216 submitted by each ginner and the copies thereof prepared as outlined in subsection (a) of this section shall be filed in the numerical order of the

report numbers in the folder for each gin. In order to have a convenient record of the reports submitted or due from each ginner, it is suggested that a typewritten form such as the following be prepared and attached to the folder for each gin and posted at the time each report is submitted.

Name of Gin _____			Serial No. of Gin _____		
Report No. :	Period : From:Through:	Date : Received :	Report No. :	Period : From:Through:	Date : Received :
1	:	:	7	:	:
2	:	:	8	:	:
3	:	:	9	:	:
4	:	:	10	:	:
5	:	:	11	:	:
6	:	:	12	:	:
:	:	:	:	:	:

(c) If the report on form Cotton 216 is incomplete or in error, the ginner submitting the report should be notified by letter of the omission or error and requested to submit a correctly prepared report. The incorrectly prepared report should be marked on its face "Incorrect" and placed in the folder for the gin with a copy of the letter notifying the ginner of the omission or error stapled to it.

(d) The Treasurer of the County Committee shall furnish each ginner with postage stamps to cover the expense of submitting reports on form Cotton 216. Since the amount of postage required for each report cannot be determined in advance, arrangements should be made with the ginner whereby the postage stamps may be furnished to him in advance to be used as the need arises, or whereby the ginner may be reimbursed from the administrative expense funds of the county committee for the postage expense incurred by him upon the basis of a detailed statement of such expenses presented to the county committee at the end of the season. Where postage stamps are furnished in advance, a postage

account should be set up for each ginner and filed in the folder for the gin. The postage account should show (1) the value of the stamps advanced and (2) the value of the stamps used in transmitting each report. The portion of the envelope bearing the canceled postage stamps should be detached and identified with the gin and the report number and filed in the folder to substantiate the postage account. Each ginner must also give receipts for the postage stamps advanced, which shall be filed in the folder for the gin to substantiate the postage account.

Sec. 220. Apportionment and Reapportionment of Producer Marketing Quotas. - (a) After producer marketing quotas have been apportioned as set forth in section 210 of these instructions, a final apportionment or reapportionment of the farm marketing quota will be made on the basis of the share of each producer in the actual production in 1938 of the acreage planted to cotton on the farm. Intermediate apportionments or reapportionments may also be made upon request of the operator of the farm before the final apportionment or reapportionment if the County Committee finds it to be justifiable because (1) the records of the actual production of cotton on the farm as shown by reports entered in Part VI of form Cotton 254 of cotton ginned indicate that the actual average yield per acre of lint cotton in 1938 for the farm is substantially in excess of the normal yield per acre of lint cotton approved for the farm so that the amount of the farm marketing quota may be increased as set forth in section 201 (b) of the regulations or (2) one or more of the producers on the farm has harvested all cotton produced in 1938 by or for him on the farm and the amount of the producer marketing quota apportioned to him under section 210 of these instructions is in excess of his share in the actual production and one or more of the other producers on the farm has produced or is producing more than the producer marketing quota theretofore apportioned to him. In making either a final apportionment or reapportionment of the farm marketing quota, two provisos must be observed; namely, (1) no producer on the farm who produces more than the amount of the producer marketing quota previously apportioned to him shall have such producer marketing quota reduced and (2) that amount of the producer marketing quota of any producer which is in excess of his share in the actual production in 1938 on the farm shall be reapportioned to the other producers on the farm if there is any need therefor. In making apportionments or reapportionments of the farm marketing quota among the producers on a farm the provisions of section 205 of the regulations shall be followed.

(b) If the County Committee determines that an intermediate apportionment or reapportionment of the farm marketing quota is justifiable, form Cotton 254A shall be prepared in the original only, as follows:

1. Above the title of the form enter the word "Intermediate".

16. Divide the circled algebraic sum entered on line 9 in column (6), as determined in accordance with paragraph 14 of this subsection, by the uncircled sum entered on line 9 in column (6), as determined in accordance with paragraph 15 of this subsection, and enter the resulting percentage figure, carried to four decimal places, on line "a" of column (6).

17. If the circled algebraic sum entered on line 9 in column (6) is preceded by a minus sign, add the percentage entered on line "a" in column (6) to 100 percent and enter the result on line "b" in column (6) and in the heading of column (7). If the circled algebraic sum entered on line 9 in column (6) is preceded by a plus sign, subtract the percentage entered on line "a" in column (6) from 100 percent and enter the result on line "b" in column (6) and in the heading of column (7).

18. In column (7), enter the amounts shown in column (3) if the circled figure shown in column (6) is a plus amount as provided in paragraph 12 of this subsection and the amounts shown in column (4) if the circled figure shown in column (6) is a minus amount as provided in paragraph 13 of this subsection.

19. In column (7) enter the results obtained by multiplying the uncircled figures in column (6) by the percentage figure shown in the heading of column (7).

20. Total the entries in column (7) and enter the result, which must be the same as the total of column (5), on line 9 in column (7).

21. If any entry in column (7) is affected by either of the provisos in subsection (a) of this section, the computations with respect to the amounts in column (5), as described in paragraphs 12 through 20 of this subsection, shall be repeated with respect to the amounts in column (7) and the results entered in columns (8) and (9) in lieu of columns (6) and (7). Such computations shall be repeated until the producer marketing quota as apportioned or reapportioned is not affected by either of said provisos.

(c) After all cotton produced on the farm has been ginned and recorded in Part VI of form Cotton 254, the producer marketing quotas shall be apportioned or reapportioned by preparing form Cotton 254A as follows:

1. Above the title of the form enter the word "Final".

10. Divide the entry on line 9 in column (5) by the entry on line 9 in column (2) and enter the resulting percentage, carried to four decimal places, in the space provided in the heading of column (5).

11. Multiply each entry in column (2) by the percentage figure in the heading of column (5) and enter the results obtained on the respective lines in column (5). The sum of the entries in column (5) must equal the total shown on line 9 in column (5).

12. If, as a result of the computations made under paragraph 11 of this subsection, the entry for any producer in column (5) is less than the entry for such producer in column (3), and the entry in column (5) is also less than the entry in column (4), so that proviso number (1) in subsection (a) of this section is applicable, enter in column (6) the amount by which the entry in column (3), or the entry in column (4), whichever is the smaller, exceeds the entry in column (5). The amount so entered in column (6) shall be preceded by a plus sign (+) and the entry circled.

13. If, as a result of the computations made under paragraph 11 of this subsection, the entry in column (5) for any producer for whom a red check mark was made to the right of the entry in column (4) exceeds the entry in column (4) so that proviso number (2) in subsection (a) of this section is applicable, the amount by which the entry in column (5) exceeds the entry in column (4) shall be entered in column (6). The entry so made in column (6) shall be preceded by a minus sign (-) and circled.

14. Take the algebraic sum of the circled plus and minus figures in column (6) and enter the result on line 9 of column (6). If the sum of the minus figures exceeds the sum of the plus figures, the algebraic sum so entered shall be preceded by a minus sign and circled. If the sum of the plus figures exceeds the sum of the minus figures, the algebraic sum so entered shall be preceded by a plus sign and circled.

15. In column (6) extend the figures shown in column (5) which were not affected by either of the provisos as outlined in paragraphs 12, 13, and 14 of this subsection and enter the sum of such figures on line 9 in column (6) beneath the circled algebraic sum.

16. Divide the circled algebraic sum entered on line 9 in column (6), as determined in accordance with paragraph 14 of this subsection, by the uncircled sum entered on line 9 in column (6), as determined in accordance with paragraph 15 of this subsection, and enter the resulting percentage figure, carried to four decimal places, on line "a" of column (6).

17. If the circled algebraic sum entered on line 9 in column (6) is preceded by a minus sign, add the percentage entered on line "a" in column (6) to 100 percent and enter the result on line "b" in column (6) and in the heading of column (7). If the circled algebraic sum entered on line 9 in column (6) is preceded by a plus sign, subtract the percentage entered on line "a" in column (6) from 100 percent and enter the result on line "b" in column (6) and in the heading of column (7).

18. In column (7), enter the amounts shown in column (3) if the circled figure shown in column (6) is a plus amount as provided in paragraph 12 of this subsection and the amounts shown in column (4) if the circled figure shown in column (6) is a minus amount as provided in paragraph 13 of this subsection.

19. In column (7) enter the results obtained by multiplying the uncircled figures in column (6) by the percentage figure shown in the heading of column (7).

20. Total the entries in column (7) and enter the result, which must be the same as the total of column (5), on line 9 in column (7).

21. If any entry in column (7) is affected by either of the provisos in subsection (a) of this section, the computations with respect to the amounts in column (5), as described in paragraphs 12 through 20 of this subsection, shall be repeated with respect to the amounts in column (7) and the results entered in columns (8) and (9) in lieu of columns (6) and (7). Such computations shall be repeated until the producer marketing quota as apportioned or reapportioned is not affected by either of said provisos.

(c) After all cotton produced on the farm has been ginned and recorded in Part VI of form Cotton 254, the producer marketing quotas shall be apportioned or reapportioned by preparing form Cotton 254A as follows:

1. Above the title of the form enter the word "Final".

2. In the spaces indicated enter the farm account serial number as shown on form Cotton 254 and the sheet number and the number of sheets of form Cotton 254A.

3. In column (1) enter the names of all producers on the farm in the order in which they appear on form Cotton 254.

4. In column (2) transcribe the information appearing in column (6) of form Cotton 254 for each producer.

5. In column (3) transcribe the information appearing in column (7) of form Cotton 254 for each producer, if an intermediate apportionment or reapportionment was not made under subsection (b) of this section, or the producer marketing quota shown on form Cotton 254A for each producer, if an intermediate apportionment or reapportionment was made under subsection (b) of this section.

6. In the heading of column (4) enter the date on which the total amount of the actual production on the farm in 1938 was finally determined.

7. In column (4) enter the amount of cotton ginned by each producer on the farm--that is, the sum of the entries appearing on line (a) in the columns entitled "Net Pounds" of Part VI of form Cotton 254.

8. The total of the entries in column (4) shall be entered in line 9 of the last sheet of form cotton 254A. The total so determined shall be divided by the number of acres planted to cotton in 1938 on the farm as shown in line 6 of Part I of form Cotton 254 and the resulting average yield per acre shall be entered in the space provided in the heading of column (4).

9. Multiply the number of acres in the farm acreage allotment as shown in line 1 of Part I of form Cotton 254 by the greater of the following:

(1) the average yield per acre shown in the heading of column (4) of form Cotton 254A, or

(2) the normal yield per acre approved for the farm as shown in line 2 of Part I of form Cotton 254.

Enter the result obtained on line 9 in column (5).

10. Divide the entry on line 9 in column (5) by the entry on line 9 in column (4) and enter the resulting percentage, carried to four decimal places, in the heading of column (5).

11. Multiply the amounts in column (4) by the percentage figure in the heading of column (5) and enter the results on the respective lines in column (5). The sum of the entries in column (5) must equal the total shown on line 9 of column (5).

12. If, as a result of the computations made under paragraph 11 of this subsection, the entry for any producer in column (5) is less than the entry for such producer in column (3), and the entry in column (5) is also less than the entry in column (4), so that proviso number (1) in subsection (a) of this section is applicable, enter in column (6) the amount by which the entry in column (3) or the entry in column (4), whichever is the smaller, exceeds the entry in column (5). The amount so entered shall be preceded by a plus sign (+) and circled.

13. If, as a result of the computations made under paragraph 11 of this subsection, the entry in column (5) for any producer exceeds the entry for such producer in column (4) so that proviso number (2) in subsection (a) of this section is applicable, the amount by which the entry in column (5) exceeds the entry in column (4) shall be entered in column (6). The entry so made in column (6) shall be preceded by a minus sign and circled.

14. Take the algebraic sum of the circled plus and minus figures in column (6) and enter the result in line 9 of column (6). If the sum of the minus figures exceeds the sum of the plus figures, the algebraic sum so entered shall be preceded by a minus sign and circled. If the sum of the plus figures exceeds the sum of the minus figures, the algebraic sum so entered shall be preceded by a plus sign and circled.

15. In column (6) extend the figures shown in column (5) which were not affected by either of the provisos as outlined in paragraphs 12, 13, and 14 of this subsection and enter the sum of such figures on line 9 in column (6) beneath the circled algebraic sum.

16. Divide the circled algebraic sum entered on line 9 in column (6), as determined in accordance with paragraph 14 of this subsection, by the uncircled sum entered on line 9 in column (6), as determined in accordance with paragraph 15 of this subsection, and enter the resulting percentage figure, carried to four decimal places, on line "a" of column (6).

17. If the circled algebraic sum entered on line 9 in column (6) is preceded by a minus sign, add the percentage entered on line "a" in column (6) to 100 percent and enter the result on line "b" in column (6) and in the heading of column (7). If the circled algebraic sum entered on line 9 in column (6) is preceded by a plus sign, subtract the percentage entered on line "a" in column (6) from 100 percent and enter the result on line "b" in column (6) and in the heading of column (7).

18. In column (7), enter the amounts shown in column (3) if the circled figure shown in column (6) is a plus amount as provided in paragraph 12 of this subsection and the amounts shown in column (4) if the circled figure shown in column (6) is a minus amount as provided in paragraph 13 of this subsection.

19. In column (7) enter the results obtained by multiplying the uncircled figures in column (6) by the percentage figure shown in the heading of column (7).

20. Total the entries in column (7) and enter the result, which must be the same as the total of column (5), on line 9 in column (7).

21. If any entry in column (7) is affected by either of the provisos referred to in subsection (a) of this section, the computations with respect to the amounts in column (5), as described in paragraphs 12 through 20 of this subsection, shall be repeated with respect to the amounts in column (7) and the results entered in columns (8) and (9) in lieu of columns (6) and (7). Such computations shall be repeated until the producer marketing quota as apportioned or reapportioned is not affected by either of said provisos.

22. The producer marketing quotas finally determined, as provided in the foregoing paragraphs of this subsection, shall be entered in column (12). The total of such entries in column (12) must be the same as the total of column (5).

(d) The information shown on forms Cotton 254A prepared pursuant to subsection (c) of this section will be transcribed to form Cotton 254 as follows:

* 1. In column (21) of Part VI enter the final adjustment producer marketing quotas shown in column (12) of form Cotton 254A.

2. In line 7 of Part I enter the amount shown on lines 9 in column (4) of form Cotton 254A, which amount must agree with the total line (a) of column (20) of Part VI of form Cotton 254.

3. In line 8 of Part I enter the average yield per acre shown in the heading of column (4) of form Cotton 254A.

4. In line 9 of Part I enter the result obtained by multiplying the entry in line IX by the entry in line 8 of Part I. The result so obtained must be equal to the total of column (12) of form Cotton 254A.

5. In line 10 of Part I enter the greater of the following:

(1) The entry in line 3 plus the entry in line 4 of Part I, or

(2) The entry in line 9 plus the entry in line 4 of Part I.

(e) If the farm marketing quota is apportioned or reapportioned as set forth in this section, the issuance of forms Cotton 212 and related forms Cotton 213 will be affected as follows:

1. If the farm marketing quota was increased as provided in section 201(b) of the regulations, a new form Cotton 212 will be issued, pursuant to section 402(c) of the regulations, to each producer on the farm for whom the producer marketing quota previously apportioned was increased or to the operator of the farm for the entire amount of the increase in the farm marketing quota, in accordance with the procedure outlined in section 211 of those instructions, except that:

a. The letters "XX" shall be entered before the State and county code and farm serial number of the new form Cotton 212.

b. The amount of the producer marketing quota or farm marketing quota, as the case may be, entered on the new form Cotton 212 shall be (1) the difference between the amount of the producer marketing quota previously apportioned and, in the case of an intermediate apportionment, the amount shown opposite the producer's name in the applicable column of form Cotton 254 A or, in the case of a final apportionment, the amount shown opposite the producer's name in column (21) of Part VI of form Cotton 254, or (2) in case form Cotton 212-A was executed

with respect to the farm, the difference between the amount of the farm marketing quota previously determined and the farm marketing quota as increased under section 201(b) of the regulations.

c. In line 1, Part I, of the first set of new forms Cotton 213 enter the amount of the marketing quota which is shown on the accompanying form Cotton 212.

d. In column H of the form Cotton 253 enter the legend "Sec. 402(c)".

2. If the farm marketing quota is not increased as provided in section 201(b) of the regulations and a form Cotton 212-A was not executed with respect to the farm, a form Cotton 212 will be issued pursuant to section 405(b) of the regulations to each producer for whom the producer marketing quota previously apportioned was increased as a result of the reapportionment, in accordance with section 211 of these instructions, except that:

a. The word "Reissue" shall be stamped across the face of the new form Cotton 212.

b. The amount of the producer marketing quota entered on the new form Cotton 212 shall be the difference between the amount of the producer marketing quota previously apportioned and, in the case of an intermediate reapportionment, the amount shown opposite the producer's name in the applicable column of form Cotton 254A or, in the case of a final reapportionment, the amount shown opposite the producer's name in column (21) of Part VI of form Cotton 254.

c. In line 1, Part I, of the first set of new forms Cotton 213, enter the amount of the marketing quota which is shown on the accompanying form Cotton 212.

d. In column H of form Cotton 253 enter the legend "Sec. 405(b)".

3. If the producer marketing quota of any producer to whom form Cotton 212 was issued is decreased as a result of the apportionment or reapportionment of the farm marketing quota as set forth in this section, the County Committee

shall, in accordance with section 405(a) of the regulations, alter the form Cotton 212 heretofore issued to such producer by striking through the amount of the producer marketing quota previously entered thereon and by entering the amount of the decreased producer marketing quota above the previous entry. In line 1, Part I, of the first set of unused forms Cotton 213, the County Committee shall enter the unused portion, if any, of the decreased producer marketing quota determined by subtracting the sum of the entries in lines 2, Part I, of the executed forms Cotton 213a from the amount of the decreased producer marketing quota. If there is no unused amount of the decreased producer marketing quota, the word "None" shall be entered in line 1, Part I, of the first set of unused forms Cotton 213. The entries so made on forms Cotton 212 and 213 shall be signed or initialed by a member of the County Committee. If such a producer fails or refuses to have the form Cotton 212 and forms Cotton 213 so altered, the County Committee shall cancel the form Cotton 212 and forms Cotton 213 in accordance with section 405(a) of the regulations.

4. The sum of all producer marketing quotas with respect to any farm as evidenced by forms Cotton 212, exclusive of any canceled forms Cotton 212, shall not exceed the amount of the farm marketing quota.

If, as a result of the apportionment or reapportionment as set forth in this section, a refund was or will be made to any producers under section 222 of these instructions, the following procedure shall be followed: (1) New forms Cotton 212 and books of forms Cotton 213 reflecting the increase in the producer marketing quota or farm marketing quota shall not be issued if the amount of the poundage on which a refund was made, as shown in the total line of column (8) of form Cotton 257, is equal to the amount by which the farm marketing quota as increased under section 201(b) of the regulations exceeds the amount of the farm marketing quota previously determined; or (2) new forms Cotton 212 and books of forms Cotton 213 reflecting the amount by which the increased amount of the farm marketing quota exceeds the amount of the poundage on which a refund was made, as shown in the total line of column (8) of form Cotton 257, shall be issued if the amount of the poundage on which a refund was made is less than the amount by which the farm marketing quota as increased under section 201(b) of the regulations exceeds the amount of the farm marketing quota previously determined.

(f) Forms Cotton 254A showing the apportionment or reapportionment of the farm marketing quota shall be placed in a binder arranged in the numerical order of the farm account serial numbers.

(g) If one or more of the producers on the farm complains in writing to the County Committee that the apportionment of the farm marketing quota among producers, as determined under this

section, is not fair and equitable, the County Committee may re-apportion the farm marketing quota among the producers on the farm as provided in paragraph 3 of section 205 of the regulations. If the producer marketing quotas are so reapportioned under said section a notation to that effect shall be made on form Cotton 254A and a memorandum, signed by a member of the County Committee, setting forth the basis of such determination, shall be filed in the folder for the farm. In the case of a final reapportionment of the producer marketing quotas, the producer marketing quotas entered in column (21) of Part VI of form Cotton 254 shall be circled and the amount of each producer marketing quota as re-apportioned shall be entered in said column (21) above the circled figure.

Sec. 221. Recording Reports of Cotton Marketed and Penalties Paid. - (a) The record of cotton marketed by producers on any farm on which the acreage of cotton planted in 1938 is in excess of the farm acreage allotment therefor and with respect to which forms Cotton 212 and 213 were issued will be entered in Part VI of form Cotton 254 on the basis of information contained in forms Cotton 213b and forms Cotton 222, as follows:

1. On line (b) in the column entitled "Reference No." enter opposite each producer's name the printed serial number of form Cotton 213b. The reference to the first form Cotton 213b covering the marketing of cotton will be entered on line (b) in column (8) and the references to subsequent forms Cotton 213b will be entered in consecutive order on line (b) in the columns headed "Reference No." in columns (10) through (18).

2. On line (b) of the column entitled "Net Pounds" enter opposite each producer's name the poundage shown in line 2, Part I, of form Cotton 213b. The amount of cotton covered by the first form Cotton 213b will be entered on line (b) in column (9) and the amounts shown in subsequent forms Cotton 213b will be entered in consecutive order on line (b) in the columns headed "Net Pounds" in columns (11) through (19).

3. If form Cotton 222 is submitted by the producer, it shall be placed in a pending file until the form Cotton 213b to which it relates is received. When the related form Cotton 213b is received, the Treasurer of the County Committee shall compare form Cotton 213b with form Cotton 222 to determine that form Cotton 213 has been correctly described in Part I of form Cotton 222 and that the total poundage shown in Part II of form Cotton 222 agrees with the poundage entered on line 2, Part I, of form Cotton 213. If form Cotton 222 is in agreement with form Cotton 213b, the share of each producer in the cotton marketed shall be entered on line (b) of the appropriate column entitled "Net Pounds" of Part VI of form Cotton 254 and the serial number of the form Cotton 213b to which it relates shall be entered on line (b) of the column entitled "Reference No."

4. When all of the cotton produced on the farm by or for any one producer has been marketed, the sum of the entries on line (b) in the columns entitled "Net Pounds" for such producer shall be entered on line (b) in column (20).

5. From time to time, forms Cotton 213b should be examined to determine whether the producer has brought forward correctly from line 3, Part I, of the preceding form Cotton 213b to line 1, Part I, of each form Cotton 213b the unused portion of the marketing quota. If the producer has been preparing forms Cotton 213b incorrectly, he should be so advised and any necessary corrections shall be made in the producer's book of forms Cotton 213b.

(b) The record of the penalties paid or sums tendered as the penalty with respect to the marketing of cotton produced on any farm on which the acreage of cotton planted in 1938 is in excess of the farm acreage allotment therefor and with respect to which forms Cotton 212 and 213 were issued will be entered in Part VII of form Cotton 254 on the basis of information contained in forms Cotton 213b, as follows:

1. On line (a) in the column headed "Reference No." opposite each producer's name enter the printed serial number of form Cotton 213b. The reference to the first form Cotton 213b covering the marketing of cotton subject to the penalty will be entered on line (a) in column (23) and the reference to subsequent forms Cotton 213b will be entered in consecutive order on line (a) in the columns headed "Reference No." in columns (25) through (29).

2. On line (a) of the column headed "Amount" opposite each producer's name enter the poundage shown on line 4, Part I, of form Cotton 213b. The amount of cotton (the marketing of which is subject to the penalty) covered by the first form Cotton 213b will be entered on line (a) in column (24) and the amounts shown in subsequent forms Cotton 213b will be entered in consecutive order on line (a) in the columns headed "Amount" in columns (26) through (30).

3. The Treasurer of the County Committee shall issue a receipt on form Cotton 219 for the amount of the penalty. Form Cotton 219 shall be prepared as outlined in section 212(b) of these instructions, except that the words "as security for payment of the penalty" shall be deleted instead of the words "in payment of the penalty" and following the words "marketing by" the name of the operator or producer as shown in form Cotton 213b shall be entered in the blank space provided.

4. On line (b) of the column headed "Reference No." opposite each producer's name enter the printed serial number of form Cotton 219 issued to the remitter of the penalty. The reference to the first form Cotton

219 will be entered on line (b) in column (23) and the reference number to subsequent forms Cotton 219 will be entered in consecutive order on line (b) in the columns headed "Reference No." in columns (25) through (29).

5. On line (b) of the column headed "Amount" opposite each producer's name enter the amount of the penalty received. Verify the correctness of the penalty received by multiplying two cents by the number of net pounds shown on line (a) in the column entitled "Amount". The amount of the penalty shown on the first form Cotton 219 will be entered on line (b) in column (24) and the amounts of the penalty remitted as shown in subsequent forms Cotton 219 will be entered in consecutive order on line (b) in the columns headed "Amount" in columns (26) through (30).

6. If form Cotton 213b indicates that a penalty was incurred, that is, an entry appears on line 4, Part I, of form Cotton 213b, and the amount of the penalty has not been remitted, no entry will be made in Part VII of form Cotton 254 with respect to such form Cotton 213b and the serial number thereof in the column entitled "Reference No." of Part VI of form Cotton 254 shall be circled in red. The form Cotton 213b shall be placed in a pending file to determine whether the penalty incurred was or was not collected or deducted from the purchase or exchange value of the cotton. If the penalty incurred is subsequently remitted, the procedure outlined in the foregoing portion of this subsection is applicable. If the penalty is not remitted within thirty calendar days next succeeding the day on which the cotton was marketed, the County Committee shall submit a full and detailed report in triplicate to the State Office of the nature of the producer's account and the facts with respect to the refusal or failure to remit the penalty.

7. When all the cotton produced on the farm by or for any one producer has been marketed, the sums of the entries on lines (a) and (b) in the columns entitled "Amount" for such producer shall be entered on lines (a) and (b), respectively, in column (31).

(c) After the information shown in form Cotton 213b has been posted to Parts VI and VII of form Cotton 254, form Cotton 213, together with the related form Cotton 222, if any, shall be filed in the folder for the farm.

(d) If a receipt on form Cotton 219 was issued as outlined in paragraph 3 of subsection (b) of this section, the information contained in form Cotton 219 shall be entered on form Cotton 256, as follows:

1. In column (9) enter the date on which the funds were received as indicated by the date of the form Cotton 219.
2. Make no entry in column (10).
3. In column (11) enter the printed serial number of the form Cotton 219.
4. In column (12) enter the farm account serial number of the farm as shown on form Cotton 254.
5. In column (13) enter the amount of the funds received as shown on the form Cotton 219.
6. If the checks, drafts, or money orders received are not honored upon presentment for payment, a contra entry in red duplicating the information previously entered in Part III of form Cotton 256 shall be made in columns (9) through (13) of Part III of form Cotton 256, or, if the checks, drafts, or money orders were not paid at par, the same contra entry in red shall be made except that the entry in column (13) shall be the difference between the amounts of the checks, drafts, or money orders and the amounts for which they were honored.
7. If subsequently the amount of the dishonored checks, drafts, or money orders is remitted or the difference between their face value and the amount for which they were honored is remitted, the procedure outlined above in this subsection shall be followed.
8. If the checks, drafts, or money orders were not honored at par or were not honored upon presentment for payment and the difference between their face value and the amount for which they were honored or the amount of such checks, drafts, or money orders is not subsequently remitted, the County Committee shall submit a full and detailed report in triplicate to the State Office of the nature of the producer's account and the facts with respect to the refusal or failure to remit the penalty or portion thereof.

(e) If a producer to whom a form Cotton 212 and the book of forms Cotton 213 were issued tenders the penalty, for which he would be liable upon the marketing of any cotton, prior to the time such cotton is marketed, as provided in section 505(b) of the regulations, the Treasurer of the County Committee shall receive the penalty and issue a receipt therefor on form Cotton 219-A, prepared in triplicate, distributed, and dealt with as follows:

1. A separate receipt shall be prepared for each bale of cotton with respect to which the penalty is tendered.
2. In the spaces indicated enter the printed serial number of the producer's form Cotton 212 and the State and County code number.
3. Above the words "(Name of producer)" and "(Full mail address)" enter the name and address, respectively, of the producer.
4. In the space following the words "the sum of" enter in words the amount of the penalty paid.
5. In the space following the words "one bale containing" enter the net weight of the bale of cotton with respect to which the penalty is tendered.
6. In the space following the words "or mark" enter the gin bale number or mark of such bale.
7. In the space following the words "serial number" enter the serial number of the farm.
8. After the dollar mark above the word "Amount" enter in figures the amount of the penalty tendered with respect to such bale which must agree with the amount thereof entered in words in the body of Part I.
9. The Treasurer of the County Committee shall sign the original and the two copies and enter on each the date of his signature.
10. The producer shall sign his name in the space indicated on the original and the two copies and enter on each the date of his signature.
11. The original and first copy shall be delivered to the producer and the third copy retained by the Treasurer of the County Committee.

12. The funds received shall be deposited immediately in the special deposit account as provided in section 224 of these instructions, and the information shown on the form Cotton 219-A shall be posted to form Cotton 256 in the manner outlined in subsection (d) of this section except that the legend "Cotton 219-A" shall be entered in column (11) above the printed serial number of form Cotton 219-A.

13. Form Cotton 219-A shall be placed in a pending file until the related form Cotton 213b is returned to the County Office as provided in section 603(a) of the regulations. The data on form Cotton 213b and the related form Cotton 219-A shall be posted to Parts VI and VII of form Cotton 254 as provided in this section. The copy of form Cotton 219-A shall then be filed in the folder for such forms.

Sec. 222. Adjustments of Penalties by County Committees.

(a) If a producer files a claim, pursuant to section 508 of the regulations, for the return to him of any funds which were tendered in payment of the penalty, the amount thereof which is determined not to have been incurred as a penalty and which may be refunded to such producer will be determined by preparing form Cotton 257, in the original only, as follows:

1. In the spaces indicated enter the farm account serial number shown on form Cotton 254 and the State and county code and farm serial number.

2. In column (1) enter the names of all producers on the farm in the order in which they appear in column (1) of Part V of form Cotton 254.

3. In column (2) opposite the name of each producer enter the number of pounds of cotton marketed in excess of his producer marketing quota, determined by subtracting the amount of the producer marketing quota apportioned or reapportioned to him under section 210 or section 220 of these instructions from the sum of the entries opposite his name on line (b) of the columns headed "Net Pounds" in Part VI of form Cotton 254. On line 9 in column (2) enter the sum of the entries in column (2). If any producer has not marketed cotton in excess of his producer marketing quota, enter zero in column (2) opposite his name.

4. In column (3) enter for each producer the sum of the entries on line (a) of columns (24) through (28) headed "Amount" of Part VII of form Cotton 254 minus the sum of the entries on line (a) of columns (33) and (35) headed "Amount" of Part VII of form Cotton 254. On line 9 in column (3) enter the sum of the entries in column (3).

5. In column (4) enter the following: (a) if the amount in column (3) exceeds the amount in column (2), enter the difference between such amounts in column (4) and enter a plus sign to the left of such difference; or (b) if the amount in column (2) exceeds the amount in column (3), enter the difference between such amounts in column (4) and enter a minus sign to the left of such difference.

6. Take the algebraic sum of the plus and minus figures in column (4) and enter the result on line 9 of column (4). If the sum of the minus figures exceeds the sum of the plus figures, the algebraic sum so entered shall be preceded by a minus sign. If the sum of the plus figures exceeds the sum of the minus figures, the algebraic sum so entered shall be preceded by a plus sign.

7. The difference between the totals of columns (2) and (3) must equal the algebraic total of column (4). If the algebraic total of column (4) is a minus figure or zero the claim of the producer shall be disallowed and the producer so notified in writing as provided in section 508(b) of the regulations.

8. If the algebraic total of column (4) is a plus figure, enter in column (5) the result obtained by multiplying the plus entries in column (4) by 2 cents and enter the sum of such results on line 9 in column (5). Make no entry in column (5) with respect to the minus figures in column (4).

9. If there are plus and minus figures in column (4), the County Committee and the Treasurer of the County Committee shall ascertain whether the plus poundage figure shown for any producer in column (4) represents cotton of any other producer or producers which was marketed by such producer and included on a form Cotton 213 issued to such producer, or represents cotton the marketing of which was subject to the penalty because the amount of the producer marketing quota for such producer was apportioned incorrectly to another producer. The amount of such cotton with respect to the marketing of which such producer paid the penalty incurred by any other producers on the farm shall be subtracted from the entry in column (4) for such producer and the result entered in column (6). If the County Committee and the Treasurer of the County Committee find that the plus poundage figure in column (4) for any producer does

not represent cotton with respect to the marketing of which such producer paid the penalty incurred by any other producers on the farm, the plus poundage figure in column (4) for such producer shall be entered in column (6).

10. If the sum of the entries in column (6) is equal to the plus algebraic total on line 9 in column (4), enter in column (8) the figures in column (6) and multiply 2 cents by each entry in column (8) and enter the result in column (9). Make no entry in column (7).

11. If the sum of the entries in column (6) exceeds the plus algebraic total of column (4), divide the plus algebraic total of column (4) by the total of column (6) and enter the resulting percentage, carried to four decimal places, in column (7) opposite each entry in column (6). Multiply each entry in column (6) by the percentage figure in column (7) and enter the result in column (8). The sum of the entries in column (8) must be equal to the plus algebraic total of column (4). Multiply 2 cents by the entries in column (8) and enter the result in column (9).

12. If all the figures in column (4) are plus figures, enter in column (8) each figure in column 4. Multiply 2 cents by the figures in column (8) and enter the result in column (9). Make no entries in columns (5), (6), and (7).

13. The sum of the entries in column (9) must be equal to the sum obtained by multiplying 2 cents by the amount on line 9 in column (4).

14. A member of the County Committee and the Treasurer of the County Committee shall sign form Cotton 257 and enter the date of their signatures in the spaces provided.

(b) The Treasurer of the County Committee shall issue a check drawn payable to the order of each producer for whom an entry is shown in column (9) of the form Cotton 257 in the amount of such entry shown opposite the producer's name. The issuance of such checks shall be recorded on form Cotton 257 as follows:

1. In column (10) enter the date of the check.
2. In column (11) enter the serial number of the check.

3. In column (12) enter the amount for which the check is drawn, and total the amounts entered in column (12).

(c) The Treasurer of the County Committee shall deliver the checks issued in accordance with subsection (b) of this section to the payees named therein and obtain receipts therefor on form Cotton 258 prepared in duplicate as follows:

1. In the spaces indicated enter the farm account serial number and the State and county code number and farm serial number shown on form Cotton 257.

2. In the spaces provided in the first line of the printed matter enter the date the check is delivered to the payee.

3. In the spaces provided in the second line of the printed matter, enter the name of the Treasurer of the County Committee and the name of the county.

4. In the spaces provided in the third and fourth lines of the printed matter enter the amount for which the check is drawn.

5. The payee of the check shall sign his name and enter the date of his signature in the spaces provided on the original and copy. Such signature should correspond with the name of the payee shown in the check. The original shall be delivered to the Treasurer of the County Committee and the copy retained by the producer.

(d) The information shown on forms Cotton 257 and 258 shall be recorded in Part IV of form Cotton 256 as follows:

1. In column (14) enter the date of the check as shown in column (10) of form Cotton 257.

2. In column (15) enter the serial number of the check as shown in column (11) of form Cotton 257.

3. In column (16) enter the farm account serial number shown on forms Cotton 257 and 258.

4. Make no entry in column (17).

5. In column (18) enter the name of the payee as shown on form Cotton 258.

6. In column (19) enter the amount of the check as shown on form Cotton 258.

(e) The information shown on forms Cotton 257 and 258 shall be recorded in Part VII of form Cotton 254 as follows:

1. On line (a), column (32), for the first refund, or column (34) for the second refund, enter the serial number of the check as shown in column (II) of form Cotton 257.

2. On line (b) of column (32) for the first refund, or column (34) for the second refund, enter the printed serial number of the form Cotton 258.

3. On line (a) of column (33) for the first refund, or column (35) for the second refund, enter the number of pounds shown in column (8) of form Cotton 257.

4. On line (b) of column (33) for the first refund, or column (35) for the second refund, enter the amount of the check as shown on form Cotton 258 and in column (12) of form Cotton 257.

(f) Forms Cotton 257 shall be placed in a binder in the numerical order of the farm account serial numbers. Form Cotton 258 shall be placed in the folder for such farms.

Sec. 223. Closing Farm Accounts for Farms Planting in Excess of Acreage Allotments.- (a) As provided in section 603(b) of the regulations, the operator of each farm on which the planted cotton acreage in 1938 exceeds the farm cotton acreage allotment shall submit a report on form Cotton 217, prepared in duplicate, after all cotton produced on the farm in 1938 has been harvested or not later than January 1, 1939, whichever is the earlier. If the total production of cotton in 1938 has not been harvested and marketed prior to January 1, 1939, the operator shall file an additional report on Cotton 217, prepared in duplicate, as soon as possible after all cotton produced has been marketed or not later than August 1, 1939, whichever is the earlier. Form Cotton 217 will be prepared as follows:

1. In the spaces indicated enter the sheet number and the number of sheets in the report; the serial number of the farm; the name of the county; and the name of the State.

2. In column (a) enter the names of all producers on the farm having an interest in the cotton crop produced in 1938 or the proceeds thereof or who have cotton on

hand from any previous crop. Wherever practicable, the operator should list the names of such producers in the order in which they appear on form Cotton 254.

3. In column (B) enter the share of each producer in the total production in 1938 of the acreage planted to cotton on the farm exclusive of cotton over 1-1/2 inches in staple length.

4. In column (C) enter the amount of cotton from any previous crop which each producer had on hand as of August 1, 1938, exclusive of the amount of cotton which at the time of making the report is pledged as collateral security to a public or private lending agency for a Commodity Credit Corporation cotton loan. Cotton from any previous crop includes cotton produced prior to the year 1938 on any other farm than that with respect to which the report is made.

5. In column (D) enter the amount of the producer marketing quota finally apportioned or reapportioned to each producer as outlined in sections 210 and 220 of these instructions plus the entry in column (C). The sum of the entries in column (D) must be equal to the amount of the farm marketing quota determined for the farm by the County Committee pursuant to section 201(b) of the regulations.

6. In column (E) enter the total amount of the cotton which has been marketed by or for each producer excluding sales made in connection with form Cotton 221.

7. In column (F) enter the amount by which the amount in column (E) exceeds the amount in column (D) for each producer.

8. In column (G) enter the number of pounds of cotton with respect to the marketing of which the penalty was paid, exclusive of any cotton with respect to which the sums tendered as payment of the penalty have been refunded.

9. In column (H) enter the number of pounds of lint cotton which each producer has on hand which has not been marketed at the time of submitting the report. If the sum of the entries in columns (B) and (C) is equal to the entry in column (E), enter a zero in column (H).

10. In column (I) enter the estimated amount of lint cotton which each producer will harvest from the 1938 crop after the report is submitted. If all cotton has been harvested at the time the report is submitted, enter a zero in column (I).

11. In Part I the operator shall certify to the correctness of the report by signing his name in the space indicated and enter the date and place of his signature, and shall print or type his name and full mail address in the space provided.

12. The original of form Cotton 217 shall be filed in the County Office and the copy retained by the operator.

(b) If a preliminary report on form Cotton 217 is submitted, the information shown thereon shall be compared with the comparable information on form Cotton 254. Any preliminary report on form Cotton 217 shall be so marked by inserting the word "Preliminary" above the heading "Farm Operator's Report", and shall be filed in the folder for the farm. The information contained in the final report on form Cotton 217 and the information shown in form Cotton 254 shall be compared and verified as follows:

1. The amount entered on line (a) in column (20) of form Cotton 254 for each producer must be equal to the amount shown in column (B) of form Cotton 217 for each producer. The total on line 9(a) in column (20) of form Cotton 254 must be equal to the total of column (B) of form Cotton 217.

2. The amount entered on line (b) in column (20) of form Cotton 254 for each producer must be equal to the amount shown in column (E) of form Cotton 217 for each producer. The total on line 9(b) of column (20) of form Cotton 254 must be equal to the total of column (E) of form Cotton 217.

3. The uncircled amount shown for each producer in column (3) of form Cotton 254 must be equal to the amount shown in column (C) of form Cotton 217 for each producer. The total on line 9 in column (3) of form Cotton 254 must be equal to the total of column (C) of form Cotton 217. If circled entries appear in column (3) of form Cotton 254, circle the entry on line 4 of Part I of form Cotton 254 and enter in lieu thereof the sum of the entries in column (3) of form Cotton 254.

4. The sum of the entries for each producer in columns (3) and (21) of form Cotton 254 must be equal to the entry in column (D) of form Cotton 217 for each producer. The sum of the totals on line 9 of columns

(3) and (21) of form Cotton 254 must be equal to the total of column (D) of form Cotton 217. The total on line 9 of column (21) of form Cotton 254 must be equal to the entry on line 3, or line 9, whichever is the greater, of Part I of form Cotton 254. The entry on line 3 or line 9, whichever is the greater, plus the uncircled entry on line 4 of Part I of form Cotton 254, must equal the entry on line 10 of Part I of form Cotton 254. The entry on line 10 of Part I of form Cotton 254 must also be equal to the sum of the totals on line 9 in columns (3) and (21) of form Cotton 254.

5. The entry on line 7 of Part I of form Cotton 254 must be equal to the entry on line 9 (a) of column (20) of form Cotton 254 and must also be equal to the total of column (B) of form Cotton 217.

6. In column (22) of form Cotton 254, for each producer enter the amount by which the entry on line (a) of column (20) exceeds the entry in column (21) of said form, and enter the sum of such entries on line 9 in column (22) of said form.

(c) In verifying the entries in Part VII of form Cotton 254 with the comparable entries in form Cotton 217, the following procedure is applicable:

1. The sum of the entries for each producer on lines (a) and (b) of the columns headed "Amount" in columns (24) through (30) of form Cotton 254 shall be entered on lines (a) and (b) in column (31) of said form, and the total of such entries entered on lines 9(a) and 9(b) respectively in column (31) of said form.

2. The sum of the entries for each producer on lines (a) and (b) of columns (33) and (35) of form Cotton 254 shall be entered on lines (a) and (b) in column (36) of said form, and the totals of such entries entered on lines 9(a) and 9(b) respectively in column (36) of said form.

3. The amounts by which the entries for each producer on lines (a) and (b) of column (31) of form Cotton 254 exceed the entries on lines (a) and (b) of column (36) of said form shall be entered on lines (a) and (b) of column (37) of said form.

(d) If the entry on line (a) in column (37) of form Cotton 254 for any producer exceeds the entry on line (b) in column (20) of said form and the entry on line 9(a) in column (37) exceeds the entry on line 9(b) in column (20), the County

Committee and the Treasurer of the County Committee shall, in accordance with section 508(c) of the regulations and section 222 of these instructions, refund the amount tendered by such producer in excess of the penalty incurred.

(e) The entry in line (a) in column (37) of form Cotton 254 for each producer must equal the entry in column (G) of form Cotton 217 for each producer and the totals of such columns must agree.

(f) If the owner or operator of a farm on which the planted cotton acreage exceeds the farm cotton acreage allotment secured the payment of the total estimated penalty to be incurred by depositing funds to be held in escrow or by executing a bond of indemnity as provided in section 507 of the regulations, a record of the result of the apportionment or reapportionment of the farm marketing quota and a summary of the cotton ginned from the farm will be shown in form Cotton 254 and a record of the marketing of cotton produced on the farm and the amount of the penalty incurred will be shown on the final report of the farm operator on form Cotton 217. The information contained in form Cotton 217 shall be verified by the County Committee as follows:

1. The amount, if any, of cotton on hand at the time the report is filed, as shown in column (H), shall be verified by actual inspection of the cotton or by the examination of certificates of title thereto.

2. The total amount of cotton marketed, as shown in column (E), must, unless the contrary is satisfactorily proven, be equal to the result obtained by subtracting the verified amount of the cotton on hand, as shown in column (H), from the sum of the following: (1) the amount of cotton produced on the farm in 1938, as shown on line (a) of column (20) of form Cotton 254, and (2) the amount of cotton from any previous crop which the producers on the farm had on hand at the beginning of the marketing year, as shown in column (C). If there is no entry in column (H), the amount of the cotton marketed cannot be less than the sum of the entries in column (C) plus the amount of cotton produced in 1938 on the farm, as shown in line 9a of column (20) of form Cotton 254.

3. The total of column (F) must be equal to the amount by which the total of column (E) exceeds the total of column (D).

4. The amount of the penalty incurred with respect to the marketing of cotton from the farm shall be determined by multiplying 2 cents by the total of column (F). Enter the result so obtained in line 4 of Part II of form Cotton 254.

5. In line 5 of Part II of form Cotton 254 enter the amount by which the entry in line 4 is in excess of or less than the entry in line 3.

6. If funds were deposited to be held in escrow to secure payment of the penalty, the following entries shall be made in form Cotton 256 upon approval by the County Committee of form Cotton 217:

a. In column (5) enter the current date.

b. In column (6) enter the serial number of the form Cotton 219 issued with respect to the remittance followed by a dash (-) and the sheet number of the form Cotton 256 on which it was recorded.

c. In column (7) enter the farm account serial number as shown on form Cotton 254.

d. In column (8) enter the amount of the funds held in escrow.

e. In column (9) enter the current date.

f. In column (10) enter the reference number for the transaction which was entered in column (6).

g. Make no entry in column (II).

h. In column (12) enter the farm account serial number as shown in column (7).

i. In column (13) enter the amount of the funds held in escrow.

7. If line 4 of Part II of form Cotton 254 exceeds line 3 thereof and funds were placed in escrow to secure payment of the penalty, the owner or operator shall be requested to pay the amount shown in line 5. If the amount is not paid by the owner or operator, the County Committee shall submit a full and detailed report in triplicate to the State Office of the nature of the producer's account and the facts with respect to the refusal or failure to remit the amount of the penalty incurred. If the amount shown in line 5 is remitted to the Treasurer of the County Committee by the owner or operator, a receipt, to be issued to the owner or operator, shall be prepared on form Cotton 219 as outlined in section 212(b) of these instructions, except that the words "as security for payment of the penalty" shall be deleted instead of the words "in pay-

ment of the penalty" and following the words "marketed by" the name of the owner or operator shall be entered in the blank space provided. The information contained in form Cotton 219 shall be posted to form Cotton 256 in accordance with subsection (d) of section 221 of these instructions.

8. If the amount in line 3 of Part II of form Cotton 254 exceeds the amount in line 4 and funds were deposited to be held in escrow to secure payment of the penalty, the amount of such excess shall be entered in paragraph 2 of Part II of form Cotton 217 following the dollar sign and a member of the County Committee and the Treasurer of the County Committee shall sign their names and enter the date of the signatures in the spaces provided. The Treasurer of the County Committee shall return the amount of such excess to the owner or operator by a check drawn against the special deposit account in accordance with section 224 of these instructions and the following entries shall be made in form Cotton 256:

a. In column (14) enter the date of the check drawn by the Treasurer of the County Committee payable to the owner or operator.

b. In column (15) enter the serial number of such check.

c. In column (16) enter the farm account serial number as shown on form Cotton 254.

d. Make no entry in column (17).

e. In column (18) enter the name of the owner or operator to whose order the check is drawn payable.

f. In column (19) enter the amount of the check drawn payable to the order of the owner or operator.

9. A receipt on form cotton 258 shall be obtained by the Treasurer of the County Committee, in the manner outlined in subsection (c) of section 222 of these instructions, for the refund to any producer of the excess funds deposited to be held in escrow to secure the payment of the penalty which was found not to have been incurred.

10. If a bond of indemnity on form Cotton 215 was executed to secure the payment of the penalty, the owner or operator whose name appears in form Cotton 215 as principal shall be notified of the amount of the penalty entered in line 4 of Part II of form Cotton 254 and advised that such amount is immediately due and payable. If the amount of the penalty incurred is not paid the County Committee shall submit a full and detailed report in triplicate to the State Office of the nature of the producer's account and the facts with respect to the refusal or failure to remit the amount of the penalty incurred. If the amount shown in line 4 is remitted to the Treasurer of the County Committee, a receipt, to be issued to the owner or operator, shall be prepared on form Cotton 219 as outlined in section 212(b) of these instructions, except that the words "as security for payment of the penalty" shall be deleted instead of the words "in payment of the penalty" and following the words "marketing by" the name of the operator or producer shall be entered in the blank space provided. The information contained in form Cotton 219 shall be posted to form Cotton 256 in accordance with subsection (d) of section 221 of these instructions.

(g) If a white marketing card is issued pursuant to section 212(h) or section 213 of these instructions with respect to a farm on which the planted cotton acreage exceeds the farm cotton acreage allotment, the form Cotton 217 submitted by the operator of such farm shall be compared with the information shown on form Cotton 254, and the information contained in form Cotton 217 shall be verified in accordance with the foregoing provisions of this section. If it is found that any producer on such farm has incurred a penalty with respect to the marketing of cotton he shall be notified of the amount of such penalty and advised that such penalty is immediately due and payable. If the amount of the penalty is not paid, the County Committee should submit a full and detailed report in triplicate to the State Office of the nature of the account and the facts with respect to the failure or refusal to remit the amount of the penalty incurred. If the amount of the penalty incurred, or a portion thereof, is remitted a receipt to be issued to the producer remitting the penalty shall be prepared on form Cotton 219 as outlined in section 212(b) of these instructions, except that the words "as security for payment of the penalty" shall be deleted instead of the words "in payment of the penalty" and following the words "marketing by" the name of the operator or producer should be entered in the blank space provided. The information contained in form Cotton 219 shall be posted to form Cotton 256 in accordance with subsection (d) of section 221 of these instructions.

(h) Each form Cotton 217 submitted to the County Office shall be examined by the County Committee and the Treasurer of the County Committee

in accordance with the foregoing provisions of this section, and if found to be correct shall be signed as indicated in Part II of form Cotton 217 by a member of the County Committee and the Treasurer of the County Committee. Forms Cotton 217 which have been approved shall be filed in the folder for the farm.

Sec. 224. Cotton Special Deposit Trust Account and Miscellaneous Expenses. - (a) A cotton special deposit trust account shall be opened by the Treasurer of the County Committee as provided in section 510 of the regulations as soon as arrangements in connection therewith have been completed by the County Committee. Any funds received by the Treasurer of the County Committee in payment of or to secure the payment of penalties shall be deposited promptly in the special deposit account. All funds deposited in such account shall be evidenced in accordance with the customary procedure of the depository bank in the case of such a special deposit account the funds in which do not become a part of the assets of the bank and are not to be commingled with such assets, and such evidence and all statements of account and canceled checks which were drawn against such account shall be kept as permanent records by the Treasurer of the County Committee. Any funds deposited in the special deposit account shall be withdrawn or disbursed only by consecutively numbered checks drawn by the Treasurer of the County Committee to carry out the provisions of the regulations and these instructions, and on the stubs or counterfoils of his check book he shall keep a record of the issuance of each check.

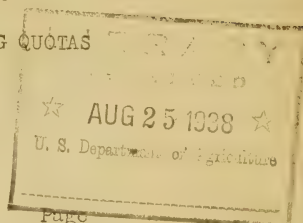
(b) The Treasurer of the County Committee shall not less than once each month reconcile the special deposit account with the records of receipts and disbursements contained in form Cotton 256.

(c) All charges by the depository bank for the service of the account shall be paid from the administrative expense funds provided in the approved budget of the County Committee in accordance with existing procedure.

(d) A record of each form Cotton 211-A-t, form Cotton 213b, and form Cotton 221b shall be kept for the purpose of accounting for the amount of postage required to be paid in connection therewith by the Treasurer of the County Committee. Arrangements should be made with the local postmaster whereby payment of postage in connection with such forms may be made at the end of each calendar month or at other convenient intervals. The expenses in connection with postage for such forms shall be paid out of the administrative expense funds approved in the budget of the County Committee in accordance with existing procedure.

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration

INSTRUCTIONS PERTAINING TO COTTON MARKETING QUOTAS
FOR THE 1938-1939 MARKETING YEAR
NORTH CENTRAL REGION



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The section references shown in brackets at end of certain paragraphs in these instructions refer to the sections in Cotton-207, "Regulations Pertaining to Cotton Marketing Quotas for the 1938-39 Marketing Year" on which the instructions contained in the respective paragraphs in these instructions are based.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

INSTRUCTIONS PERTAINING TO COTTON MARKETING QUOTAS FOR THE
1938-1939 Marketing Year

PART II. COUNTY OFFICE RECORDS AND REPORTS

Section 201. General Instructions. (a) Part II of these instructions relates to specific provisions of Cotton 207, "Regulations Pertaining to Cotton Marketing Quotas for the 1938-1939 Marketing Year" (hereinafter referred to as the "regulations"), and outline the nature, use, and accounting for of certain forms, records, reports, accounts, and files of the County Committee in connection therewith. The instructions are concerned primarily with the duties of the County Committee and the Treasurer of the County Committee. The records, reports, accounts, and files prescribed by the regulations and these instructions shall at all times be subject to periodic as well as special examination and audit by authorized representatives of the Secretary of Agriculture or the Agricultural Adjustment Administration.

(b) 1. The farm serial number referred to in the regulations and these instructions shall be the serial number assigned to the farm for the purposes of the 1938 Agricultural Conservation Program.

2. The County Committee shall ascertain the name and address of each gin situated within the county and shall assign to such gins consecutive serial numbers beginning with number 1, for the purpose of identifying and filing forms Cotton 216. Forms Cotton 216 submitted to the treasurer from any other county shall be identified and filed by the name of the county in which the gin is situated and the serial number assigned to the gin by the County Committee for such county.

3. All forms printed with serial numbers will be consigned to the County Committee by the State Office of the Agricultural Adjustment Administration (hereinafter referred to as the "State Office") and each shipment thereof will be accompanied by the original and one copy of a letter of transmittal on form Cotton 252. The Treasurer of the County Committee shall verify the correctness of each shipment by comparing the serial numbers of the particular form received with those shown on form Cotton 252 and any discrepancies shall be noted on the original and copy of form Cotton 252. The original of form Cotton 252 shall be signed by the Treasurer of the County Committee as a

receipt for such forms and returned to the State Office. It shall be the duty of the Treasurer of the County Committee to account for the disposition of all serially numbered forms by recording the issuance thereof on the records maintained in the office of the County Committee (hereinafter referred to as the "County Office"), or by receipts on form Cotton 252 for unused forms returned to the State Office or forwarded to other County Offices, at the direction of the State Office.

(c) The following is a list of the various forms and a brief statement of the purpose of each:

Form Cotton 209, entitled "Notice of Farm Cotton Acreage Allotment, Yield, and Marketing Quota," will be used to notify producers, on each farm in the county for which a cotton acreage allotment was established, of the farm cotton acreage allotment and the normal yield per acre of lint cotton therefor which were approved by the State Committee and of the amount of the farm marketing quota expressed in terms of the normal production of the farm acreage allotment. It will be addressed to the operator of the farm and will constitute a notice to all producers on the farm. It will be prepared in duplicate and signed for the County Committee by a member thereof. The original must be mailed to the operator on the date of the committeeman's signature and a copy bearing the same date will be filed in the folder for the farm. Form Cotton 209 may be prepared from data shown on form Cotton 210. (Sec. 203; 208)

Form Cotton 210, entitled "Farm Cotton Acreage Allotments, Yields, and Marketing Quotas," will be prepared in triplicate to publish farm cotton acreage allotments, normal yields per acre of lint cotton, and farm marketing quotas. The acreage allotments and yields to be shown in form Cotton 210 will be taken from Form NCR-209a which has been approved by the State Committee. The original shall be posted in a conspicuous place in the county (or each local administrative area therein) for a period of not less than 30 calendar days. One copy shall be placed in a binder and kept available for public inspection in the County Office, and one copy shall be furnished to the County Agricultural Extension Agent (hereinafter referred to as the "County Agent") to be kept available for public inspection in his office. (Sec. 202)

Form Cotton 211, the white marketing card, entitled "Cotton Marketing Card for 1938-1939 Marketing Year," is to be used by the producer to whom issued to identify cot-

ton at the time it is marketed as being (1) cotton the marketing of which is not subject to penalty, or (2) cotton with respect to the marketing of which the payment of the penalty has been secured, or (3) cotton with respect to the marketing of which the penalty will not be paid until it is determined that the total production in 1938 of lint cotton on the farm exceeds 1,000 pounds, or (4) short staple cotton from any previous crop which a producer to whom form Cotton 214 was issued has on hand. Form Cotton 211 will be issued by the County Committee and a record of such issuance kept on form Cotton 250. /Sec. 401(a); 401(c) 402(d); 402(e); 408(b); 502; 507/

Form Cotton 211-A, entitled "Cotton Marketing Certificate for Farm Planting Within Acreage Allotment", will be used by a producer to whom form Cotton 211 or form Cotton 214 was issued to identify cotton marketed by any means or method other than directly to and in the presence of the buyer or transferee. Forms Cotton 211-A will be issued, upon request of the producer, by the County Committee and a record of such issuance kept on form Cotton 253. The postal card copy (form Cotton 211-A-t), when executed by the producer and buyer or transferee and returned to the County Office, will be filed in the folder for the farm. /Sec. 401(d); 408(b); 602(a)2./

Form Cotton 212, the red marketing card, entitled "Cotton Marketing Card for 1938-1939 Marketing Year", is to be used by a producer on a farm on which the acreage planted to cotton is in excess of the acreage allotment as evidence of the amount of cotton which he may market without payment of the penalty. Form Cotton 212 will be printed as a part of the book of forms Cotton 213. It will be issued by the County Committee and a record of such issuance kept on form Cotton 253. /Sec. 204(a); 402(b); 402(c); 403(b); 403(c); 405; 406; 408(c); 602(a)3; 602(a)4; 602(a)5; 603; 604./

Form Cotton 212-A, entitled "Agreement and Request of producers on the Farm That a Red Marketing Card (Form Cotton 212) for the Farm Be Issued to the Operator", will be used in cases where all the producers on a farm on which the acreage planted is in excess of the acreage allotment request the County Committee to issue a form Cotton 212 to the operator of the farm rather than to each producer. The original of form Cotton 212-A will be filed in the folder for the farm. The operator and other producers, if they so desire, may for their own use prepare additional copies of form Cotton 212-A. /Sec. 402(b)./

Form Cotton 213, entitled "Cotton Marketing Record and Penalty Receipt", will be used in connection with form Cotton 212 as a record of the number of pounds of cotton marketed and the amount of the penalty, if any, and will serve as a receipt issued by the buyer or transferee to the producer for the penalty, if any, collected or deducted. It will be printed in sets of 5 with inserted carbons and bound in books containing either 5 or 25 sets. Form Cotton 212 will be printed as one cover of each book. Forms Cotton 213 will be issued by the County Committee and a record of such issuance kept on form Cotton 253, together with the record of the related form Cotton 212. The postal card copy (form Cotton 213b), when executed by the producer and the buyer or transferee and returned to the County Office, shall be posted to form Cotton 254 and filed in the folder for the farm. [Sec. 408(c); 602(a)3; 602(a)4; 602(a)5; 603; 604].

Form Cotton 214, entitled "Sea Island or American-Egyptian Cotton Marketing Certificate", will be issued by the County Committee to producers on farms on which cotton from a pure strain of Sea Island or American-Egyptian cotton is produced in 1938 provided such farms are located in a district where such cotton is commonly grown. A record of the issuance of forms Cotton 214 will be kept on form Cotton 250. [Sec. 404(a); 408(d); 503(b)].

Form Cotton 215, entitled "Bond of Indemnity", will be executed by the operator or owner of a farm on which cotton has been planted in excess of the farm cotton acreage allotment who desires to secure in this manner the payment of any penalty which may be incurred. Form Cotton 215 will be prepared in quadruplicate. When approved by the County Committee, the original will be recorded on form Cotton 254 and filed in the folder for the farm, one copy retained by the producer, and one copy retained by each of the two sureties. [Sec. 402(d); 507].

Form Cotton 216, entitled "Ginner's Record and Report", will be prepared in duplicate and submitted to the Treasurer of the County Committee by ginners as periodic records and reports of cotton ginned. The original of form Cotton 216 will be posted to forms Cotton 251 and 254 and will be filed in the folder for the gin. A copy of each form Cotton 216 executed by the ginner will be retained by him. [Sec. 601].

Form Cotton 217, entitled "Farm Operator's Report", will be prepared in duplicate by the operator of each farm on which cotton has been planted in excess

of the farm cotton acreage allotment and will constitute the report of the amount of cotton produced by or for each producer on the farm, the apportionment or reapportionment of the producer marketing quotas, and the amount of penalty incurred and paid by each such producer. The original will be filed in the folder for the farm and the copy retained by the farm operator. Sec. 507(d); 603(b).

Form Cotton 218, entitled "Farms Overplanting Cotton Acreage Allotments", will be prepared in duplicate by the County Committee with respect to the farms planted in excess of the farm cotton acreage allotments. The original will be forwarded to the State Committee and the copy placed in a binder and retained in the County office. Sec. 302.

Form Cotton 219, entitled "Receipt for Penalty Remitted or Money Deposited to Secure Payment of Penalty", will be issued by the Treasurer of the County Committee as a receipt for funds deposited with him to secure the payment of the penalty and as a receipt for funds tendered as payment of the penalty. Form Cotton 219 will be prepared in duplicate, the original delivered to the person making the remittance, and the copy filed in the folder for such receipts. The applicable information contained in form Cotton 219 will be posted to forms Cotton 254 and 256. Sec. 506(a); 506(b); 507(b).

Form Cotton 219-A, entitled "Receipt for Penalty Remitted by Producer Prior to the Marketing of Cotton", will be issued by the Treasurer of the County Committee as a receipt for funds tendered as payment of the penalty by a producer prior to the marketing of cotton. Form Cotton 219-A will be prepared in triplicate and the original and one copy will be delivered to the remitter. One copy will be posted to form Cotton 256 and held in a pending file until receipt of the copy of the form Cotton 213 to which it relates. The copy of form Cotton 219-A and the related form Cotton 213 shall be posted to form Cotton 254, and the copy of form Cotton 219-A filed in the folder for such forms. Sec. 505(b); 506(a); 602(a); 603(a).

Form Cotton 220 entitled "Buyer's Special Report", will be submitted by buyers who are requested to do so by the County Committee conformably to the regulations. The report shall be prepared in triplicate, and the original and one copy forwarded to the County Committee and a copy thereof retained by the buyer. Sec. 602(b).

Form Cotton 221, entitled "Certificate that Cotton is Cotton the Staple of Which is 1-1/2 inches or More in Length", will be issued

upon the request of any producer to whom was issued a red marketing card (form Cotton 212), for the purpose of identifying cotton the staple of which is 1-1/2 inches or more in length. The copy on the postal card (form Cotton 221b) when executed and returned to the County Office will be posted to Cotton 254 and filed in the folder for the farm. Sec. 408(f); 503(c); 602(a)2.7.

Form Cotton 222, entitled "Report of Share of Each Producer in Cotton Marketed", will be executed, by a producer to whom form Cotton 212 was issued, at the time of marketing any cotton in which one or more other producers have an interest. The original of form Cotton 222 will be forwarded to the Treasurer of the County Committee, who will place it in a pending file until the form Cotton 213 to which it relates is received, at which time form Cotton 213 and form Cotton 222 will be used in posting to form Cotton 254 the interest of each producer in the cotton covered thereby. Form Cotton 222 and the related form Cotton 213 will be filed in the folder for the farm. Sec. 603(a)7.7

Form Cotton 250, entitled "Register of White Marketing Cards (Forms Cotton 211)" will be prepared in the County Office to account for the disposition of forms Cotton 211 and forms Cotton 214 received from the State Office, and will also be used as a receipt executed by the producer acknowledging the receipt by him of the particular form issued to him. Form Cotton 250 will be executed in duplicate, the original placed in a binder and retained in the County Office and the copy forwarded to the State Office upon the request of the State Office. Sec. 401(a); 401(c); 402(d); 402(e); 403(a); 404(a); 406.7

Form Cotton 251, entitled "County Office Record of 1938 Cotton Ginned", will be kept, on the basis of information obtained from form Cotton 216, as the record of cotton ginned from all farms in the county on which the acreage of cotton planted in 1938 is within the respective farm acreage allotments therefor and will be used to determine the total amount of cotton ginned by each such farm. Form Cotton 251 will be prepared in the original only and will be placed in a binder and retained in the County Office.

Form Cotton 252, entitled "Letter of Transmittal and Receipt", will be used by the State Office in transmitting all serially numbered forms to the County Offices, and will also be used by the County Office in forwarding unused copies of such forms to the State Office, or, at the direction of the State Office, to other County Offices. Form Cotton 252 will be prepared in triplicate, the original and one copy forwarded to the office to which the forms are

transmitted and one copy thereof retained in the files of the office sending such forms. The original of form Cotton 252 will be signed by the recipient and returned to the sender as a receipt.

Form Cotton 253, entitled "Register of Red Marketing Cards (Forms Cotton 212)", will be prepared in the County Office to account for the disposition of forms Cotton 212 and the related forms Cotton 213 and the disposition of forms Cotton 211-A and will be used to obtain thereon the receipt of the producer for the particular form issued to him. Form Cotton 253 will be prepared in duplicate, the original placed in a binder and retained in the County Office and the copy forwarded to the State Office upon the request of the State Office. Sec. 401(d); 402(a); 402(b); 402(c); 403(b); 403(c); 405; 406.

Form Cotton 254, entitled "County Office Farm Record of Cotton Marketing Quotas and Penalties", will be kept in the County Office as a farm account for each farm on which the cotton acreage planted is in excess of its acreage allotment in 1938. The form will serve as a record of the apportionment and reapportionment of producer marketing quotas in accordance with section 205 of the regulations and as a record of the amounts of cotton ginned and marketed, as shown by forms Cotton 216 and 213, respectively, and the amounts of the penalties remitted and refunds of amounts tendered as penalties. Form Cotton 254 will be prepared in the original only and will be placed in a binder and retained in the County Office.

Form Cotton 254A, entitled "Adjustments in Producer Marketing Quotas - Computation Sheet", will be used in connection with form Cotton 254 as a computation sheet for apportioning or reapportioning producer marketing quotas in accordance with paragraph 2 or 4 of section 205 of the regulations. Form Cotton 254A will be prepared in the original only and will be placed in a binder and retained in the County Office.

Form Cotton 255, entitled "Computation of Producers' Shares in Planted Acres and Normal Production", will be used in the County Office to determine the share of each producer in the acreage planted to cotton in 1938 on a farm on which the acreage of cotton planted is in excess of the acreage allotment therefor and the share of each producer in the normal production of the planted acres. Form Cotton 255 will also be executed for a farm on which the acreage allotment is not exceeded if any cotton producer thereon is engaged in the production of cotton on a farm on which the acreage allotment has been exceeded if such producer will require a marketing card on the farm where the acreage allotment has not been exceeded. This information will constitute the basis for the original apportionment of the farm marketing quota among producers in accordance with paragraph 1 of section 205 of the regulations. Form Cotton 255 will be prepared in the original only and will be placed in a binder and retained in the County Office.

Form Cotton 256, entitled "Record of Cash Receipts and Disbursements--Cotton Special Deposit Trust Account", will be used by the Treasurer of the County Committee as a record of all funds received through the collection of penalties and the deposit of funds to secure the payment of penalties and of the disbursement of such funds as refunds to producers or as remittances of penalties to the Secretary of Agriculture. Form Cotton 256 will be prepared in the original only and will be placed in a binder and retained in the County Office.

Form Cotton 257, entitled "Statement of Funds Tendered in Excess of Penalty Incurred", will be used in computing the amount of money which may be refunded to a producer in accordance with the provisions of section 508 of the regulations, and will constitute the permanent record of the determination of the County Committee and the Treasurer of the County Committee under said section. Form Cotton 257 will be prepared in the original only and placed in a binder and retained in the County Office.

Form Cotton 258, entitled "Receipt for Money Returned to Producer", will be used as a receipt to be executed by a producer acknowledging the return to him of any funds belonging to him which were tendered in payment of the penalty which was found not to have been incurred, or the refund to him of funds held in escrow to secure the payment of the penalty, as provided in sections 508 and 506, respectively, of the regulations. Form Cotton 258 will be prepared in duplicate, the original placed in the file established for such forms and the copy thereof retained by the producer.

(d) The following is an outline of a suggested method of filing, binding, and storing marketing quota forms and other materials in the county office:

Part I Farm Account File

Sec. A. Farms Planting Within Acreage Allotments.

Adequate files shall be set up under this section for the filing of forms Cotton 209 and 211-A-t, canceled or returned forms Cotton 211 and 214, and any other related materials.

Sec. B. Farms Planting in Excess of Acreage Allotments.

Subsec. 1. Community "A":

One folder for each individual farm.

Subsec. 2. Community "B":

One folder for each individual farm.

Subsec. 3. Community "C":

One folder for each individual farm.

Note: In the individual file established with respect to each farm in this Section B there will be filed the copies of forms Cotton 209, 212-A, 213b, 215, 217, 221, and 222, reports of cotton on hand, correspondence, canceled or returned forms Cotton 214, 212, and 213, and other materials relating to the farm.

Part II. Ginners' Records and Reports (Form Cotton 216)

Sec. A. Gins Located Within the County.

One folder for each gin, numbered consecutively beginning with 1 to correspond to the serial number assigned to the gin by the County Committee.

Sec. B. Gins Located in Other Counties.

Subsec. 1. One folder for each gin for which records must be kept, to correspond to the serial number assigned to the gin by the County Committee for the other county.

Note: Files for individual gins will be arranged consecutively by the gin serial numbers officially assigned by the respective County Committee. Correspondence and other materials relating to forms Cotton 216 will be filed in the individual gin folders.

Part III. Receipts and Disbursements of Funds

Sec. A. Funds Received.

Subsec. 1. Form Cotton 219:

One folder for each consecutive unit of 50 receipts in numerical sequence.

Subsec. 2. Form Cotton 219-A:

One folder for each consecutive unit of 50 receipts in numerical sequence.

Sec. B. Funds Disbursed.

Subsec. 1. Refunds to Producers - Form Cotton 258:

One folder for each consecutive unit of 50 receipts in numerical sequence.

- Subsec. 2. Schedules of Remittances to State Office:
One folder for each monthly transmittal,
arranged in consecutive order.

Part IV. General

Sec. A. Form Cotton 252.

- Subsec. 1. Receipts for Forms Received from State Office:

1. Folder for forms Cotton 252 transmitting forms Cotton 211.
2. Folder for forms Cotton 252 transmitting forms Cotton 211-A.
3. Folder for forms Cotton 252 transmitting forms cotton 212 and Cotton 213.
4. Folder for forms Cotton 252 transmitting forms Cotton 219.

Etc.

- Subsec. 2. Receipt for Forms Returned to State Office or Sent to Other County Offices:

1. Folder for forms Cotton 252 transmitting forms Cotton 211.
2. Folder for forms Cotton 252 transmitting forms Cotton 211-A.
3. Folder for forms Cotton 252 transmitting forms Cotton 212 and Cotton 213.
4. Folder for forms Cotton 252 transmitting forms Cotton 219.

Etc.

Sec. B. Forms Cotton 220.

One folder for special reports of each individual buyer, labeled with his name.

Part V. Bound Registers, Listing Sheets, and Accounts

Binder #1 - Forms Cotton 250:

- (a) Register of White Marketing Cards
(Forms Cotton 211).
- (b) Register of Sea Island or
American-Egyptian Marketing
Certificates.

Binder #2 - Forms Cotton 251.

Binder #3 - Forms Cotton 253:

- (a) Register of Red Marketing Cards
(Forms Cotton 212).
- (b) Register of Forms Cotton 211-A.

Binder #4 - Forms Cotton 254.

Binder #5 - Forms Cotton 254-A.

Binder #6 - Forms Cotton 255.

Binder #7 - Forms Cotton 257.

Binder #8 - Forms Cotton 218.

Binder #9 - Forms Cotton 210.

Binder #10- Forms Cotton 256.

Part VI. Stock of Blank Forms

Sec. A. Serially Numbered Forms.

- (1) Cotton 211.
- (2) Cotton 211-A.
- (3) Cotton 212 and 213.
- (4) Cotton 214.
- (5) Cotton 219.
- (6) Cotton 219-A.
- (7) Cotton 258.

Sec. B. Forms Not Serially Numbered.

- | | |
|------------------|--------------------|
| (1) Cotton 209 | (10) Cotton 222. |
| (2) Cotton 210. | (11) Cotton 250. |
| (3) Cotton 212-A | (12) Cotton 251. |
| (4) Cotton 215. | (13) Cotton 252. |
| (5) Cotton 216. | (14) Cotton 253. |
| (6) Cotton 217. | (15) Cotton 254. |
| (7) Cotton 218. | (16) Cotton 254-A. |
| (8) Cotton 220. | (17) Cotton 255. |
| (9) Cotton 221. | (18) Cotton 256. |
| | (19) Cotton 257. |

Part VII. The Following is a List of Rubber Stamps to be supplied County Offices for Use in Connection with the Regulations:

<u>Stamp</u>	<u>Reference</u>
1. "Penalty-Secured"	Sec. 402(d)
2. "Canceled-Sec. 402(d)"	Sec. 402(d)
3. "Canceled-Sec. 402(e)"	Sec. 402(e)
4. "One Thousand Pounds"	Sec. 402(e)
5. "Reissue"	Sec. 405(b)
6. "Duplicate"	Sec. 406(b)
7. Full mail address of the Treasurer of the County Committee	(To be used in indicating the return address on each postal card copy of forms Cotton 211-A, 213 and 221.)

Sec. 202. Publication of Farm Acreage Allotments, Normal Yields, and Marketing Quotas. - As soon as cotton acreage allotments and normal yields established for farms in a county have been approved by the State Committee, the County Committee shall cause form Cotton 210 to be executed in triplicate. One copy shall be permanently kept freely available for public inspection in the County Office; one copy shall be posted for not less than 30 calendar days in a conspicuous place in the county; and one

copy shall be furnished to the County Agent for the county, who shall keep the list permanently available for public inspection in his office. If the county is divided into two or more local administrative areas for the purpose of the cotton marketing quota provisions of the Act, the farms in the county shall be grouped with regard to the administrative areas in which they are situated and listed on form Cotton 210 by such groups in order that forms Cotton 210 listing the information with respect to farms in an administrative area may be posted for not less than 30 calendar days in a conspicuous place in such area. The copy to be kept in the County Office shall be placed in a binder and kept by the County Committee as a permanent record.

The following information shall be entered on form Cotton 210:

1. In the spaces indicated, enter the State and county code number, the name of the county, and the name of the State.
2. The information and data for each farm in the county for which a cotton acreage allotment is established shall be entered in the numerical order of the farm serial numbers within the county (or local administrative area, as the case may be), and the entries for each farm shall be made on a separate line.
3. In column A enter the serial number of the farm.
4. In column B enter the name of the operator of the farm.
5. In column C enter either the legal description or a description of the location of the farm or else the name by which it is commonly known.
6. In column D enter the final acreage allotment established for the farm as shown on Form NCR-209a. If the acreage allotment was revised due to released cotton acreage, enter the revised acreage allotment.
7. In column E enter the normal yield per acre of lint cotton established for the farm as shown on Form NCR-209a.
8. In column F enter the normal production of the farm acreage allotment obtained by multiplying the amount of the normal yield per acre entered in column E by the number of acres entered in column D. (Sec. 202.)

Sec. 203. Notice of Farm Acreage Allotments, Normal Yields, and Marketing Quotas. - As soon as cotton acreage allotments and normal yields established for farms in the county have been approved by the State Committee, the County Committee shall cause forms Cotton 209 to be executed in duplicate and distributed as follows:

1. In the spaces indicated enter the State and county code number and farm serial number, the name and address of the farm operator, and either the legal description or a description of the location of the farm or else the name by which it is commonly known.

2. In item 1 enter the cotton acreage allotment established for the farm as shown in column D of form Cotton 210.

3. In item 2 enter the normal yield per acre of lint cotton established for the farm as shown in column E of form Cotton 210.

4. In item 3 enter the normal production of the farm acreage allotment as shown in column F of form cotton 210.

5. After the County Committee has approved the notice, one member of the committee shall sign it and enter the date of his signature in the spaces indicated.

6. Mail the original to the operator of the farm. It must be deposited in the United States mails in an envelope addressed to the farm operator on the day, as indicated by the date following the signature of the committeeman, on which it was signed.

7. Retain the copy in the folder for the farm.

8. A copy of the executed form Cotton 209, duly certified as true and correct by a member of the County Committee or the Secretary or Treasurer of the County Committee, shall, upon request, be furnished without charge to any person who as operator, landlord, tenant, or sharecropper is interested in the cotton produced in 1938 on the farm. [Sec. 203]

Sec. 204. Measurement of Farms. - (a) For the purpose of the cotton marketing quota provisions, each farm for which a cotton acreage allotment was established and on which cotton was planted in 1938 shall be measured in accordance with the established procedure of the Agricultural Adjustment Administration and a record

of such measurements shall be kept among the records of the County Office. [Sec. 301].

(b) the County Committee shall execute in duplicate and file promptly with the State Committee a written report on form Cotton 218 with respect to each farm in the county on which the acreage planted to cotton in 1938 is in excess of the acreage allotment established therefor. [Sec. 302] The following information shall be entered on form Cotton 218:

1. In the spaces indicated enter the State and county code number, the sheet number, the total number of sheets in the report, the name of the county, and the name of the State.

2. Enter the information and data for each farm on a separate line.

3. In column A enter the serial number of the farm.

4. In column B enter the name of the operator of the farm.

5. In column C enter the name of all other cotton producers on the farm. The name of each such producer shall be entered on a separate line, and the names of all the cotton producers on the farm shall be entered on consecutive lines.

6. In column D enter the number of acres in cultivation cropland in 1938 on the farm.

7. In column E enter the acreage allotment established for the farm as shown on form Cotton 210.

8. In column F enter the acreage planted to cotton in 1938 on the farm.

9. The report shall be examined by the County Committee and, if found to be correct, dated and signed by a member of the committee on its behalf. The original shall be mailed to the State Committee and the copy placed in a binder and kept as a permanent record in the County Office.

Sec. 205. Issuing Form Cotton 211. - (a) In issuing white marketing cards pursuant to section 401(a) of the regulations the Treasurer of the County Committee shall first prepare form Cotton 250 in duplicate as follows:

1. Data with respect to the issuance of each marketing card shall be tabulated on a separate line.

2. In column A enter in numerical order the farm serial numbers of all farms in the county on which the acreage planted to cotton in 1938 does not exceed the respective farm acreage allotments established therefor.

3. In column B enter in numerical order the serial numbers of the forms Cotton 211 issued, beginning with the first serial number of the forms Cotton 211 consigned to the county.

4. In column C enter the name of the operator of the farm identified by the farm serial number in column A.

5. The form Cotton 211 bearing the serial number entered in column B shall be issued to the operator whose name appears on the same line in column C.

After form Cotton 250 has been prepared as indicated above, forms Cotton 211 shall be prepared as follows:

1. In the space indicated, insert the State and county code number followed by the farm serial number appearing in column A of form Cotton 250.

2. In the space indicated enter the name and full mail address of the operator of the farm.

(b) The County Committee shall examine each form Cotton 211 and form Cotton 250 and, if it finds that forms Cotton 211 so prepared may be properly issued to the operators whose names appear thereon, a member of the County Committee on behalf of the committee shall sign the forms Cotton 211 and enter the date of his signature. The County Committee shall then issue each marketing card to the operator whose name appears thereon, who shall receipt for the marketing card by signing his name on the applicable line in column E of form Cotton 250 and entering the date of his signature in column D thereof.

(c) After forms Cotton 211 have been issued to the operators of farms planting within acreage allotments, the County Committee shall, in accordance with the procedure outlined in subsections (a) and (b) of this section, issue a white marketing card (form Cotton 211) to all other producers on such farms unless the County Committee finds that the issuance of a white marketing card to any one of such producers will not serve a useful purpose.

Each operator or producer receiving a form Cotton 211 shall promptly upon its receipt sign his name (in the style shown therein

or else in his usual style in business transactions) in the space provided and enter the date of such signature opposite it.

(d) A form Cotton 211 shall not be issued under section 401(b) of the regulations to any producer who is engaged in the production of cotton on any farm in the county on which the acreage planted to cotton in 1938 exceeds the farm acreage allotment established therefor.

Sec. 206. Issuing Form Cotton 211A. - Forms Cotton 211A shall, upon request of the producer, be issued by the County Committee pursuant to section 401(d) of the regulations to any producer to whom form Cotton 211 was issued who desires to market cotton by telephone, telegraph, letter, or by any means or method other than directly to and in the presence of the buyer or transferee.

A record of the issuance of form Cotton 211A shall be kept on form Cotton 253 as follows:

1. The title shall be changed to read "Register of Forms Cotton 211A".
2. In column A enter the serial number of the farm.
3. Make no entry in column B.
4. Change the heading of columns C and D to read "Serial Numbers of Cotton 211A", and in columns C and D enter the first and last serial numbers, respectively, in the book of forms Cotton 211A issued to the producer.
5. In column E enter the name of the operator or producer.
6. In the space indicated on each form Cotton 211A in the book the Treasurer of the County Committee shall enter in indelible pencil, except the stamping of the address as provided in item 6 below of this paragraph, (1) the State and County code number and the serial number of the farm with respect to which forms Cotton 211A are issued; (2) the marketing card serial number of the form Cotton 211 issued to the producer; (3) the name of the county; (4) the name of the State; (5) the name and full mail address of the operator or producer to whom forms Cotton 211A are issued; and (6) on the address side of each form Cotton 211-A-t, stamp the full mail address of the Treasurer of the County Committee after the words "Treasurer of the County Agricultural Conservation Committee".
7. The County Committee shall examine form Cotton 253 and each form Cotton 211A and, if found to be correct,

its approval thereof shall be indicated by a member thereof signing his name on each form Cotton 211A in the space indicated and entering the date on which it was issued (being the date of such approval).

8. The producer shall receipt for forms Cotton 211A by signing his name in column G of form Cotton 253 and by entering the date of his signature in column F.

Sec. 207. Issuing Marketing Certificates for Sea Island or American-Egyptian Cotton. - (a) Sea Island or American-Egyptian Cotton Marketing Certificates (form Cotton 214) shall be issued by the County Committee in accordance with the provisions of section 404(a) of the regulations and as indicated in the form Cotton 214. The issuance of forms Cotton 214 shall be recorded on form Cotton 250 in the same manner as provided in section 205 of these instructions with respect to the issuance of white marketing cards, except that the title of form Cotton 250 shall be changed to read "Register of Sea Island or American-Egyptian Cotton Marketing Certificates".

(b) If a producer to whom form Cotton 214 is issued has on hand cotton from any previous crop the staple of which is less than 1-1/2 inches in length, the County Committee shall, pursuant to section 401(c) of the regulations, issue to such producer a form Cotton 211 in accordance with the procedure outlined in section 205 of these instructions, except that - -

1. the words "carry-over" shall be stamped across its face, and

2. a reference to "Section 401(c)" shall be entered in column F of the form Cotton 250 on which it is listed.

Sec. 208. Record of Cotton Ginned for Farms Planting Within Acreage Allotment. - Cotton ginned from each farm planting within the farm acreage allotment shall be recorded on form Cotton 251 on the basis of information shown on form Cotton 216. Form Cotton 251 shall be executed, in the original only, as follows:

1. In the spaces indicated enter the State and county code number and the consecutive sheet number of form Cotton 251, starting with number 1.

2. At least one line shall be used to tabulate data with respect to each farm.

3. In column (1) enter in numerical sequence the farm serial numbers for farms in the county planting within farm acreage allotments.

4. In column (2) enter the name of the operator of the farm identified by the farm serial number in column (1).

5. In the column headed "Serial No. Cotton 216" enter the serial number of the gin followed by the report number of form Cotton 216. If the report is for a gin situated in another county, the number of the gin and report number of form Cotton 216 shall be preceded by the code number of the State and county in which the gin is situated.

6. In the column headed "Net Pounds" enter the total number of net pounds (Subtract 22 pounds for each square bale or 3 pounds for each round bale, respectively, on Cotton 216. Do not make this subtraction if cotton was not baled.), of lint cotton covered by the report which were ginned from the farm identified by the serial number in column (1). Whenever a report on form Cotton 216 shows two or more amounts ginned for producers on a single farm the sum total of such amounts shall be recorded as one entry on form Cotton 251.

Sec. 209. Establishing Farm Accounts for Farms Planting in Excess of Acreage Allotments. - (a) An account on form Cotton 254 shall be set up for each farm in the county on which the acreage planted to cotton is in excess of the farm acreage allotment. Forms Cotton 254 will be prepared in the original only and kept in a binder in the numerical sequence of the farm account serial numbers. The following information shall be entered in Part IV of form Cotton 254 at the time the account is established:

1. In line 1 enter the farm account serial number: beginning with "1" for the first account and continuing thereafter in numerical sequence. Insofar as practicable, farms planting in excess of the farm acreage allotments shall be arranged in the numerical order of the farm serial numbers for the purpose of assigning farm account serial numbers.

2. In line 2 enter the sheet number and total number of sheets required for the particular account.

3. In line 3 enter the State and county code and farm serial number.

4. In lines 4 and 5 enter the name and full mail address of the operator of the farm.

(b) A form Cotton 255 must be prepared with respect to each farm on which the acreage of cotton planted is in excess of the farm acreage allotment. Form Cotton 255 will also be executed for a farm on which the acreage allotment is not exceeded if any cotton producer thereon is engaged in the production of cotton on a farm on which the acreage allotment has been exceeded if such producer will require a marketing card on the farm where the acreage allotment has not been exceeded. The following information shall be shown on form Cotton 255.

1. In the spaces indicated enter the State and county code number and the farm serial number and the farm account serial, from Part IV of form Cotton 254.

2. In column (1) enter in alphabetical order the names of all cotton producers on the farm except that the names of the operator and landlord, respectively, shall be entered on lines immediately following the names of all other producers.

3. In the heading of column (3) enter the normal yield per acre of lint cotton which was approved by the State Committee for the farm as shown on form Cotton 209.

4. Opposite the name of each producer who works a producer unit on the farm enter —

a. in column (2) the number of acres planted to cotton in his producer unit;

b. in column (3) the result obtained by multiplying the number of acres in column (2) by the normal yield per acre of lint cotton for the farm;

c. in columns (4), (5) and (6) enter the respective fractional shares of the landlord, operator, and tenant or cropper in the planted acres shown in column (2);

d. in columns (7), (8), and (9) enter the respective acreage shares of the landlord, operator, and tenant or cropper in the acreage shown in column (2); and

e. in columns (10), (11), and (12) enter the respective shares, in pounds, of the landlord, operator, and tenant or cropper in the normal production shown in column (3)

5. The sum of the entries in column (2) must equal the total number of acres planted to cotton in 1938 on the farm. The sum of the entries in column (3) must equal the result obtained by multiplying the total number of acres planted to cotton in 1938 on the farm by the normal yield per acre of lint cotton shown in the heading of column (3). The sum of the entries in column (9) plus the total of the entries in columns (7) and (8) must equal the total acreage planted to cotton in 1938 on the farm. The sum of the entries in column (12) plus the totals of columns (10) and (11) must equal the amount shown in the total line of column (3).

6. In cases where a producer works more than one producer unit on a farm and is entitled by his lease or operating agreement to the same fractional share in the cotton crop produced on all of such units, the data with respect to all of such units shall be entered on a single line of form Cotton 255. If a producer works more than one producer unit and is entitled by his lease or operating agreement to different fractional shares in the cotton crops produced on such units, the data with respect to all of such units in which he is entitled to the same fractional share shall be entered on separate lines of form Cotton 255.

7. Forms Cotton 255 will be prepared in the original only and placed in a binder in the numerical order of the farm account serial numbers.

(c) In Part I of form Cotton 254 the following information shall be entered:

1. In line 1 enter the farm acreage allotment as shown in form Cotton 209.

2. In line 2 enter the normal yield per acre of lint cotton for the farm as shown in form Cotton 209.

3. In line 3 enter the normal production of the farm acreage allotment. The entry in line 3 shall be equal to the result obtained by multiplying the entry in line 1 by the entry in line 2.

4. In line 4 enter the amount of cotton from any previous crop which the County Committee finds, from actual inspection of the cotton or certificates of title thereto, that the producers on the farm have on hand which is not pledged to a private or public lender or lending agency as collateral security for a Commodity Credit Corporation cotton loan.

5. In line 5 enter the sum of the entries in lines 3 and 4.

6. In line 6 enter the number of acres planted to cotton in 1938 on the farm as shown in the total line of column (2) of form Cotton 255.

(d) In Part V of form Cotton 254 the following information shall be transcribed from form Cotton 255:

1. In column (1) enter the names of the producers on the farm in the order in which they appear on form Cotton 255. If there are producers on the farm in 1938 who have cotton on hand from any previous crop but who are not interested in the cotton crop produced on the farm in 1938 or the proceeds thereof, enter the names of such producers in column (1) after the names of all producers, including the operator and landlord, having an interest in the 1938 cotton crop, or proceeds thereof, have been listed.

2. In column (3) enter the amount of cotton from any previous crop which the County Committee finds, from actual inspection of the cotton or certificates of title thereto, that each producer has on hand which is not pledged to a private or public lender or lending agency as collateral security for a Commodity Credit Corporation cotton loan. The total of column (3) shall equal the amount in line 4 of Part I of form Cotton 254.

3. In column (4) enter the fractional share, of each producer, in the acreage planted to cotton in 1938 on the farm, as shown in columns (4), (5), and (6) of form Cotton 255. If a producer is entitled by his lease or operating agreement to different fractional shares in the cotton crops produced on the producer units worked by him, enter each such fractional share in column (4).

4. In column (5) enter the share of each producer in the acres planted to cotton in 1938 on the farm as shown in columns (7), (8), and (9) of form Cotton 255. Enter the total of the entries in column (5) on the total line of column (5) on the last sheet of the farm account. The total of the entries in column (5) must be equal to the number of acres shown on the total line of column (2) of form Cotton 255.

5. In column (6) enter the share of each producer in the normal production of the acreage planted to cotton in 1938 on the farm as shown in columns (10), (11), and (12) of form Cotton 255. Enter the total of the entries in column (6) on the total line of column (6) on the last sheet of the farm account. The total of the entries in column (6) must be equal to the amount entered in the total line of column (3) of form Cotton 255.

(e) If form Cotton 212 is to be issued to the operator of a farm for all producers on the farm, as provided in section 402(b) of the regulations, form Cotton 212-A must be executed by the operator and all other producers on the farm. In order to avoid the issuance of forms Cotton 212 to all producers on a farm with respect to which form Cotton 212-A will be executed, the County Committee should

ascertain at the earliest opportunity whether or not a red marketing card will be issued to each producer on the farm or whether all producers on the farm will elect, under the provisions of section 402(b) of the regulations, to have form Cotton 212 issued only to the operator of the farm.

Sec. 210. Apportioning Producer Marketing Quotas Under Paragraph 1 of Section 205 of the Regulations. - (a) The farm marketing quota expressed in terms of the normal production of the farm acreage allotment, as shown in line 3 of Part I of form Cotton 254, shall be apportioned under paragraph 1 of section 205 of the regulations among producers on each farm planting in excess of the acreage allotment. In carrying out the provisions of said paragraph 1, the following entries shall be made in Part V of form Cotton 254:

1. In the space provided in the heading of column (7) enter the percentage figure, carried to 4 decimal places, obtained by dividing the normal production of the acreage allotment for the farm, as shown in line 3 of Part I of form Cotton 254, by the normal production of the acreage planted to cotton in 1936 on the farm, as shown in the total line of column (6).

2. In column (7) enter each producer's share in the normal production of the farm acreage allotment obtained by multiplying the entry in column (6) for such producer by the percentage figure entered in the heading of column (7). The sum of the entries in column (7) must equal the amount entered in line 3 of Part I of form Cotton 254.

(b) If one or more producers on the farm should complain in writing to the County Committee that the apportionment of the farm marketing quota among producers, as determined under subsection (a) of this section, is not fair and equitable, the County Committee may reapportion the farm marketing quota among the producers on the farm as provided in paragraph 3 of section 205 of the regulations. If such reapportionment is made, a notation to that effect shall be made on form Cotton 255 and a memorandum, signed by a member of the County Committee, setting forth the basis for the determination of the County Committee in reapportioning producer marketing quotas, shall be filed in the folder for the farm. In such case the producer marketing quotas entered in column (7) of Part V of form Cotton 254 in accordance with subsection (a) of this section shall be circled and the amount of each producer marketing quota as reapportioned by the County Committee shall be entered in column (7) above the circled figure.

Sec. 211. Issuing Red Marketing Cards (Forms Cotton 212) and Issuing Cotton Marketing Records and Penalty Receipts (Forms Cotton 213). - (a) After the farm accounts provided for in section

209 of these instructions and the apportionment of producer marketing quotas under paragraph 1 of section 205 of the regulations have been made as required in section 210 of these instructions, in case the penalty to be incurred with respect to the marketing of cotton has not been secured by a bond or funds held in escrow, the County Committee shall issue forms Cotton 212 in accordance with section 402(a) or section 402(b) of the regulations. Each form Cotton 212 issued shall be prepared as follows:

1. In the spaces indicated enter the State and county code number and the serial number for the farm.

2. In the blank space between the words "This is to certify that" and "pounds of lint cotton" enter, if form Cotton 212 is issued pursuant to section 402(a) of the regulations, the sum of the entries in columns (3) and (7) of Part V of form Cotton 254 for the producer to whom it is issued, or, if form Cotton 212 is issued to the operator of the farm pursuant to section 402(b) of the regulations, the sum of the entries in the total line of columns (3) and (7) of Part V of form Cotton 254.

3. Write in "Words" in the space above the signature of the county committeeman on Cotton-212 the amount of the marketing quota shown on Cotton-212 as follows "Two thousand pounds."

4. In the spaces indicated enter the name and full mail address of the farm operator.

(b) Each set of forms Cotton 213 in the book accompanying form Cotton 212 shall be prepared at the time it is issued as follows:

1. All entries on form Cotton 213 which are to be made in the County Office shall be made with indelible pencil except the stamping of the address of the Treasurer of the County Agricultural Conservation Committee on the postal card copy.

2. In the spaces indicated enter (1) the marketing card serial number of the form Cotton 212 which accompanies the book of forms Cotton 213; (2) the State and county code and farm serial number; (3) the name of the county; (4) the name of the State; and (5) the name and full mail address of the producer to whom issued.

3. In line 1, Part I of the first set of forms Cotton 213 in each book enter the amount of the marketing quota which is shown on the form Cotton 212 which accompanies the book of forms Cotton 213.

4. On the address side of each form Cotton 213b stamp the full mail address of the Treasurer of the County Committee beneath the words "Treasurer of County Agricultural Conservation Committee".

(c) A record of the issuance of all forms Cotton 212 and the related forms Cotton 213 shall be kept on form Cotton 253 prepared in duplicate as follows:

1. Tabulate on a separate line the data with respect to the issuance of each form Cotton 212 and book of forms Cotton 213. Forms Cotton 212 and the data in connection with the issuance thereof shall be listed strictly in the numerical order of the printed serial numbers appearing thereon. If a form Cotton 212 and book of forms Cotton 213 are to be issued to each producer on a farm, all forms Cotton 212 to be issued to such producers shall be listed on form Cotton 253 on consecutive lines.
2. In the spaces indicated enter the State and county code number, the sheet number, the name of the county, and the name of the State.
3. In column A enter the serial number of the farm.
4. In column B enter the serial number of the form Cotton 212.
5. In columns C and D enter the first and last serial numbers, respectively, of forms Cotton 213 which are in the same book and accompany the form Cotton 212.
6. In column E enter the name of the operator or producer to whom form Cotton 212 and the related forms Cotton 213 are issued.

(d) The County Committee shall examine each form Cotton 212, 213, and 253 and, if found to be correct, a member thereof shall, on its behalf, sign form Cotton 212 in the space provided and enter the date of his signature. The operator or producer to whom form Cotton 212 and forms Cotton 213 are issued shall receipt therefor by signing his name in column G of form Cotton 253 and entering the date of his signature in column F thereof. The operator or producer to whom the marketing card is issued shall also countersign such card on the line provided therefor at the time he received it and enter the date thereof opposite.

(e) In cases where the number of transactions in which a producer markets cotton will be in excess of the number of sets of form Cotton 213 contained in the book accompanying the form Cotton 212 issued to him and an additional form Cotton 212 and forms Cotton 213 are not to be issued under section 402(c), section 405, or section 406 of the regulations, the County Com-

mittee shall, upon request of the producer, issue an additional book of forms Cotton 213 and the form Cotton 212 accompanying it, in accordance with the procedure outlined in subsections (a), (b), (c), and (d) of this section, except that:

1. The amount of the producer marketing quota or farm marketing quota, as the case may be, entered on the new form Cotton 212 shall be the same as that shown on the previous form Cotton 212. If the particular book is the second book issued to the producer the word "second" shall be entered on the face of form Cotton 212. Similarly, the issue number of each subsequent book issued to a producer in accordance with the provisions of this subsection shall be entered on the face of form Cotton 212; as, for example, "Third" or "Fourth".

2. In line 1, Part I, of the first set of the forms Cotton 213, in the new book enter the unused portion, if any, of the marketing quota as shown in line 3 of the last form Cotton 213a contained in the book previously issued. If there is no unused marketing quota the word "None" shall be entered in line 1, Part I, of the first set of forms Cotton 213 in the new book.

3. In column H of form Cotton 253 enter the word "Second" or "Third", etc., as the case may be, and the serial number of the forms Cotton 212 previously issued to the producer.

Sec. 212. Penalties Secured by Bonds of Money Held in Escrow. - (a) Forms Cotton 211 may be issued pursuant to section 402 (d) of the regulations to producers on a farm on which the acreage planted to cotton is in excess of the farm acreage allotment if the owner or operator of such farm secures the payment of the total estimated penalty to be incurred by depositing funds to be held in escrow or by executing a bond of indemnity on form Cotton 215 as provided in section 507 of the regulations. The amount of the estimated penalty shall be determined by the County Committee in strict accordance with section 507(c) of the regulations and a memorandum containing the details of such determination signed by a member of the County Committee shall be filed in the folder for the farm. A bond or funds tendered to secure payment of the penalty shall not be accepted, as provided in said section 507(e), if a producer on a farm with respect to which the penalty is sought to be secured has an interest in the cotton crop produced on more than one farm in the county on which cotton is planted in excess of the farm acreage allotment unless a bond or funds to secure payment of the penalty are offered and accepted with respect to all of such farms.

(b) If funds are tendered to be held in escrow to secure payment of the penalty, the Treasurer of the County Committee shall issue a receipt for such funds on form Cotton 219 prepared in duplicate as follows (all checks, drafts, or money orders should be payable to the Treasurer of the county committee.):

1. In the space provided enter the State and county code number.

2. Above the words "(Name of remitter)" and "(Full mail address)" enter the name and address, respectively, of the owner or operator who deposited the funds.

3. In the space following the words "the sum of" enter the amount of the funds deposited.

4. Draw a line through the words "in payment of the penalty".

5. Make no entry in the space following the words "the marketing by".

6. In the space following the words "identified by serial number" enter the farm serial number.

7. If the funds received are in the form of cash, enter the word "Cash" in the column headed "Drawer".

If the funds are in the form of checks, drafts, or money orders, describe each check, draft, or money order by entering in the columns headed "Date", "Drawer", "Drawee", and "Amount" the date, name of drawer, name of drawee, and amount, respectively, of the check, draft, or money order. The name of the "drawer" is the name of the owner or operator who signs the check or obtains the money order. The name of the drawee is the name of the bank on which the check is drawn or the name of the Postmaster in case of money order.

If cash and checks, drafts, or money orders are received, enter the word "Cash" in the first line of the column headed "Drawer" and describe the checks, drafts, or money orders in the remaining lines of the columns indicated.

After the word "Total" enter the sum of the cash, checks, drafts, and money orders.

8. After the dollar mark above the word "Amount" enter the total amount of the funds received.

9. The Treasurer of the County Committee shall sign the original and copy and enter the date of his signature. The original shall be delivered or forwarded to the remitter and the copy retained by the Treasurer of the County Committee in the folder for such forms.

10. The funds received shall be deposited immediately in the special deposit account in accordance with the procedure outlined in section 224 of these instructions.

(c) If a bond on form Cotton 215 is executed by the owner or operator and two sureties, the County Committee shall verify the sufficiency and form of the bond and indicate its approval as follows:

1. In the spaces provided enter the State and county code and farm serial number and the bond serial number. The bond serial number shall be number "1" for the first bond approved and continue thereafter in numerical sequence for bonds subsequently approved.

2. Determine that -

a. the name of the owner or operator of the farm appears thereon as principal;

b. the names of the county and State have been entered;

c. the names of the two sureties have been entered;

d. the amount of the principal sum entered is not less than the estimated amount of the penalty to be incurred;

e. the date and place of execution are properly shown;

f. the amount of cotton estimated to be produced in excess of the farm marketing quota, determined as provided in section 507(c) of the regulations, has been entered;

g. the signatures and addresses of the principal and two sureties appear thereon and agree with the names entered above in the body of the bond;

h. the signatures of the principal and two sureties were witnessed by two disinterested persons who entered their signatures and addresses in the spaces provided; and

i. the "Justification of Sureties" has been completed and executed and acknowledged before a proper officer.

3. If the County Committee finds that the bond has been properly executed and that, to the best of their knowledge and belief, the sureties are good and sufficient, the "Certificate of County Committee" shall be executed by a member of the committee.

4. The original shall be delivered to the Treasurer of the County Committee, one copy retained by the principal, and one copy retained by each of the sureties.

(d) The Treasurer of the County Committee shall record the receipt of the funds or the approval of the bond in Part II of form Cotton 254 as follows:

1. In line 1 enter the serial number assigned to the bond. Make no entry in line 1 if funds were deposited to be held in escrow.

2. In line 2 enter the printed serial number of the form Cotton 219. Make no entry in line 2 if a bond of indemnity (form Cotton 215) was executed.

3. In line 3 enter the amount of the funds held in escrow as shown by the form Cotton 219 or the principal sum of the bond.

(e) The Treasurer of the County Committee shall record the receipt of the funds to be held in escrow in Part II of form Cotton 256 as follows:

1. In column (1) enter the date on which the funds were received as indicated by the date of the form Cotton 219;

2. In column (2) enter the printed serial number of the form Cotton 219.

3. In column (3) enter the farm account serial number of the farm as shown on the form Cotton 254.

4. In column (4) enter the amount of the funds received as shown on the form Cotton 219.

5. If the checks, drafts, or money orders received are not honored upon presentment for payment, a contra entry in red, duplicating the information previously entered in Part II of form Cotton 256, shall be made in columns (1) through (4) of Part II of form Cotton 256, or if they were not paid at par the same contra entry in red shall be made except that the contra entry in red to be entered in column (4)

shall be the difference between the amounts of the checks, drafts, or money orders and the amounts for which they were honored.

6. If the owner or operator redeposits the amount of the dishonored checks, drafts, or money orders, or deposits the difference between their face value and the amount for which they are honored, the procedure outlined above in this section shall be followed, except that such owner or operator shall be required to surrender the form Cotton 219 previously issued to him and the printed serial number of the new form Cotton 219 shall be entered in line 2 of Part II of form Cotton 254 above the serial number of the form Cotton 219 previously issued.

7. If the checks, drafts, or money orders were not honored at par and the owner or operator fails or refuses to deposit the difference between their face value and the amount for which they were honored, the amount for which they were honored shall be returned to the owner or operator by a check drawn against the special deposit account in accordance with section 224 of these instructions and the following entries made in form Cotton 256:

a. In column (5) enter the current date.

b. In column (6) enter the serial number of the form Cotton 219 issued with respect to the remittance followed by a dash (-) and the sheet number of the form Cotton 256 on which it was recorded.

c. In column (7) enter the farm account serial number as shown on form Cotton 254.

d. In column (8) enter the amount for which the checks, drafts, or money orders were honored.

e. In column (9) enter the current date.

f. In column (10) enter the reference number for the transaction which was entered in column (6).

g. Make no entry in column (11).

h. In column (12) enter the farm account serial number as shown on form Cotton 254.

i. In column (13) enter the amount of the transaction which was entered in column (8).

j. In column (14) enter the date of the check drawn by the Treasurer of the County Committee payable to the owner or operator.

k. In column (15) enter the number of such check.

l. In column (16) enter the farm account serial number as shown on form Cotton 254.

m. Make no entry in column (17).

n. In column (18) enter the name of the owner or operator to whose order the check is drawn.

o. In column (19) enter the amount previously entered in columns (8) and (13) which shall also agree with the amount of the check drawn payable to the order of the owner or operator.

(f) If forms Cotton 212 and 213 were issued to producers on the farm prior to the execution of the bond or the depositing of the funds to be held in escrow, the forms Cotton 212 and 213 must be returned to the County Committee prior to the time any forms Cotton 211 are issued. The forms Cotton 212 shall be canceled by stamping across the face thereof in bold letters the legend "Canceled - Sec. 402(d)" and the same legend shall be so stamped or endorsed on each unused set of forms Cotton 213 in the book accompanying the form Cotton 212. In column H of form Cotton 253 on the same line with the serial number of the form Cotton 212 enter the legend "Sec. 402(d)". The cancelation of form Cotton 212 and unused forms Cotton 213 shall not affect the forms Cotton 213 executed previously, and forms Cotton 213b executed and returned to the county office shall be posted and filed in the manner outlined in section 221 of these instructions. The canceled forms Cotton 212 and 213 shall be filed in the folder for the farm. (Wherever in these instructions the word "stamped" or "stamp" is used, if a rubber stamp for the purpose is not available, it will suffice to make the endorsement in writing or printing in bold letters.)

(g) After the bond of indemnity on form Cotton 215 has been approved or after the funds tendered to be held in escrow are held in the special deposit account and any forms Cotton 212 and 213 theretofore issued have been canceled, the County Committee shall issue forms Cotton 211 to the producers on the farm in accordance with section 205 of these instructions except that:

1. In column F of form Cotton 250 enter the legend "Sec. 402(d)",

2. Stamp the words "Penalty Secured" across the face of each form Cotton 211, and

3. Enter the words "Cotton 211" and the serial number of the form Cotton 211 in column (2) of form Cotton 254.

(h) If the County Committee finds that the actual production in 1938 of the acreage planted to cotton on the farm as estimated pursuant to section 507(c) of the regulations will not exceed the normal production of the farm acreage allotment, the County Committee shall not approve the bond or accept the funds tendered to secure payment of the penalty and may, if the circumstances warrant it, issue forms Cotton 211 to the producers on the farm as otherwise indicated in this section.

Sec. 213. Farms Producing Less Than 1,000 Pounds of Lint Cotton. - Forms Cotton 211 may be issued pursuant to section 402(e) of the regulations to producers on a farm on which cotton was planted in excess of the farm acreage allotment if the County Committee finds that the total amount of lint cotton produced thereon in 1938 does not exceed 1,000 pounds or estimates that the total amount of lint cotton to be produced thereon in 1938 will not exceed 1,000 pounds. A memorandum containing the details of such determination, signed by a member of the County Committee, shall be filed in the folder for the farm. If forms Cotton 212 and 213 were issued to producers on the farm prior to such determination of the County Committee, the forms Cotton 212 and 213 must be returned to the County Committee prior to the issuance of any forms Cotton 211. The forms Cotton 212 shall be canceled by stamping across the face thereof the words "Canceled - Sec. 402(e)", and the same legend shall be stamped on each unused set of forms Cotton 213 in the book accompanying the form Cotton 212. In column H of form Cotton 253, on the same line with the serial number of the form Cotton 212, enter the legend "Sec. 402(e)". The canceled forms Cotton 212 and 213 shall be filed in the folder for the farm. The cancellation of form Cotton 212 and unused forms Cotton 213 shall not affect forms Cotton 213 executed previously and forms Cotton 213b executed and returned to the County Office shall be posted and filed in the manner outlined in section 221 of these instructions. After any forms Cotton 212 and 213 issued have been canceled, the County Committee shall issue forms Cotton 211 to the producers on the farm in accordance with the procedure outlined in section 205 of these instructions, except that:

1. In column F of form Cotton 250 enter the legend "Sec. 402(e)",

2. Stamp the words "One Thousand Pounds" across the face of each form Cotton 211, and

3. Enter the words "Cotton 211" and the serial number of the form Cotton 211 in column (2) of form Cotton 254.

Sec. 214. Issuing Forms Cotton 221. - Any producer to whom forms Cotton 212 and 213 were issued shall be furnished, upon request, blank forms Cotton 221 to be executed as provided in sections 408(f), 503(c), and 602(a)2 of the regulations in connection with any cotton produced by him in 1938 the staple of which is 1-1/2 inches or more in length. When form Cotton 221b has been executed and returned to the Treasurer of the County Committee, the total number of net pounds covered thereby shall be posted to Part VI of form Cotton 254 as a contra entry in red as follows:

1. On line (a) opposite the producer's name in the next available column entitled "Reference No." enter the words "Cotton 221".

2. On line (a) opposite the producer's name in the next available column entitled "Net Pounds" enter the total net weight of the cotton covered by the form Cotton 221.

3. File the form Cotton 221b in the folder for the farm.

Sec. 215. Forms Cotton 212 and 213 for Cotton Pledged as Collateral for a Commodity Credit Corporation Cotton Loan. - A form Cotton 212 and book of forms Cotton 213 may upon request, be issued, by the County Committee to any producer who has previously been issued a form Cotton 212 and corresponding forms Cotton 213 and who desires to market cotton pledged as collateral security for a Commodity Credit Corporation cotton loan held by a private or public lender or lending agency. The Form Cotton 212 and book of forms Cotton 213 shall be issued in accordance with section 211 of these instructions, except that:

1. The poundage to be entered in the blank space of form Cotton 212 between the words "This is to certify that" and "pounds of lint cotton" shall be the net weight of the bales which the producer states are to be withdrawn from the loan and marketed, and words "Loan Cotton" written in bold characters across its face.

2. In column H of form Cotton 253 enter the words "Loan cotton", and

3. If an entry appears in column (3) of Part V of form Cotton 254 opposite the producer's name, circle the

entry and, enter the sum of the circled entry and the number of pounds entered on the form Cotton 212 immediately above the circled entry, or, if no entry appears in column (3) of Part V of form Cotton 254, enter therein the number of pounds entered on the form Cotton 212.

Sec. 216. Multiple Farms. - - (a) As provided in section 403(c) of the regulations, in case a producer is engaged in 1938 in the production of cotton on more than one farm in a county and the acreage planted to cotton in 1938 or one or more but not all of such farms is in excess of the farm acreage allotment therefor, a white marketing card (form Cotton 211) shall not be issued under the provisions of section 401 of the regulations to such producer with respect to any such farm on which the acreage planted is within the farm cotton acreage allotment. If the producer will require a marketing card with respect to any of such farms planting within the farm acreage allotment, the County Committee shall prepare farm accounts for such farms as outlined in section 209 of these instructions and apportion the marketing quota for such farm as outlined in section 210 of these instructions and issue a form Cotton 212 and a book of forms Cotton 213 to such producer as outlined in section 211 of these instructions. Above the title of form Cotton 254 so prepared insert the words "Multiple Farm". In column H of form Cotton 253 enter the legend "Sec. 403(c)". Forms Cotton 211 shall nevertheless be issued under section 401(a) of the regulations to all other producers on such farm not so situated. In column (2) of Part V of form Cotton 254 enter the serial number of the form Cotton 212 issued to such producer, preceded by the legend "Cotton 212", and enter the serial numbers of the forms Cotton 211 issued to all other producers on the farm preceded by the legend "Cotton 211". In all other respects the procedure outlined in these instructions for a farm planting in excess of the farm acreage allotment shall be applicable to any farm with respect to which such producer is issued forms Cotton 212 and 213.

(b) In case a producer is engaged in 1938 in the production of cotton on more than one farm in a county, each such farm shall be considered separately for the purposes of these instructions and all records and accounts in connection therewith shall be kept separate from the records and accounts for all other such farms except as provided in subsection (a) of this section.

Sec. 217. Lost, Destroyed, or Stolen Marketing Cards. - (a) In case any form Cotton 211 or form Cotton 212 and forms Cotton 213 are lost, destroyed, or stolen, the County Committee may reissue such forms to the producer in accordance with section 406 of the regulations. A copy of the notices of cancellation, other correspondence, and a memorandum of any findings of the County Committee in connection with the loss, destruction, or theft of such forms shall be filled in the folder for the farm.

(b) In case a lost, destroyed, or stolen form Cotton 211 is to be replaced, the County Committee shall issue form Cotton 211 in accordance with the procedure contained in section 205 of these instructions, except that:

1. The word "Duplicate" shall be stamped across the face of the newly issued form Cotton 211.

2. The legend "Sec. 406" shall be entered in column F of form Cotton 250 opposite the entry showing the issuance of the duplicate form Cotton 211.

3. The legend "Canceled-Sec. 406" shall be entered in column F of form Cotton 250 opposite the serial number of the lost, destroyed, or stolen form Cotton 211.

(c) In case a lost, destroyed, or stolen form Cotton 212 and book of forms Cotton 213 are to be replaced, the County Committee shall issue forms Cotton 212 and 213 in accordance with the procedure contained in section 211 of these instructions, except that:

1. The amount of the producer marketing quota or farm marketing quota, as the case may be, entered on the new form Cotton 212 shall be the same as that shown on the lost, stolen, or destroyed form Cotton 212 and the word "Duplicate" shall be stamped across the face thereof.

2. In line 1, Part I, of the first set of the forms Cotton 213 in the new book enter the unused portion, if any, of the marketing quota entered in form Cotton 212. If there is no unused marketing quota the word "None" shall be entered in line 1, Part I, of the first set of forms Cotton 213 in the new book. In determining the amount of the unused portion of the marketing quota, the County Committee shall take into consideration the amount of cotton ginned and marketed by the producer as reported on forms Cotton 216 and 213b and recorded in Part VI of form Cotton 254 together with any additional information which may be required.

3. In column H of form Cotton 253 enter the legend "Sec. 406" opposite the entry showing the issuance of the duplicate.

4. The legend "Canceled - Sec. 406" shall be entered in column H of form Cotton 253 opposite the serial numbers of the lost, destroyed, or stolen forms Cotton 212 and 213.

Sec. 218. Records of Cotton Ginned on Farms Planting in Excess of Acreage Allotments. - The amount of cotton ginned by each farm on which cotton is planted in excess of the farm acreage allotment shall be recorded on form Cotton 254 on the basis of information shown on forms Cotton 216. The data shown on form Cotton 216 shall be posted to Part VI of form Cotton 254 as follows:

1. On line (a) in the column entitled "Reference No." enter opposite each producer's name the serial number of the gin, followed by the report number shown on the form Cotton 216. If the report is from a gin situated in another county, the number of the gin and the report number of the form Cotton 216 shall be preceded by the code number of the State and county in which the gin is situated. The reference to the first report covering cotton ginned by a producer will be entered on line (a) in column (8), and the reference to subsequent reports will be entered in consecutive order on line (a) of the columns headed "Reference No." of columns (10) through (18).

2. On line (a) of the column entitled "Net Pounds" enter opposite each producer's name the total number of net pounds of lint cotton which were ginned by or for him covered by the report. The share of each producer in each bale of cotton reported on form Cotton 216 shall be determined according to his fractional share therein as indicated in form Cotton 255. The net weight of each bale shall be obtained by subtracting from the gross weight of the bale, as shown in column G of form Cotton 216, 22 pounds for a square bale and 3 pounds for a round bale on account of bagging and ties. The amount of cotton ginned by or for the producer as shown in the first report will be entered on line (a) in column (9), and the amounts shown in subsequent reports will be entered in consecutive order on line (a) of the columns headed "Net Pounds" of columns (11) through (19). Only one column of form Cotton 254 should be used for each producer in recording his cotton covered by a single report on form Cotton 216. If the entry in column (4) of Part V of form Cotton 254 indicates that the producer works more than one producer unit and that he is entitled to different shares in the cotton crops produced thereon, the cotton reported on form Cotton 216 as having been ginned by him shall not be posted to Part VI of form Cotton 254 until a statement of the shares of all other producers in such cotton crops is obtained from such producer or elsewhere.

3. When all the cotton produced by or for any one producer on a farm has been ginned the sum of the entries on line (a) in the columns entitled "Net Pounds" for such producer shall be entered in column (20). If a contra entry in red has been made on line (a) in Part VI in connection with form Cotton 221, the amount to be entered in column (20) shall be the sum of the entries not made in connection with form Cotton 221 minus the sum of the contra entries.

Sec. 219. Handling Reports from Ginners.- (a) After the information for farms in the county has been posted to forms Cotton 251 and 254, a form Cotton 216 shall be prepared in the County Office with respect to cotton produced on farms located in other counties. A separate form Cotton 216 shall be prepared for each ginner's report with respect to the farms located in each of the other counties. The following information shall be entered on each form Cotton 216 so prepared:

1. Above the title of form Cotton 216 enter the word "Extract".

2. In the spaces indicated enter the State and county code numbers for the State and county in which the gin is situated; the sheet number and the number of sheets which will be required to list the farms located in other counties; the period covered by the ginner's report from which the information is being taken; the name and full mail address of the gin; the name of the manager of the gin; the serial number assigned to the gin; and the number of the report from which the information is transcribed.

3. The information appearing in columns A through G for cotton ginned from farms located in the other county shall be transcribed exactly as it appears on the form Cotton 216 submitted by the ginner.

4. The Treasurer of the County Committee shall sign his name and enter his title and the date of his signature below the entries made in columns A through G.

5. The original so prepared shall be mailed to the Treasurer of the County Committee for the county in which the farms are located, and the yellow copy retained in the County Office in which it is prepared.

(b) The originals of forms Cotton 216 submitted by each ginner and the copies thereof prepared as outlined in subsection (a) of this section shall be filed in the numerical order of the

report numbers in the folder for each gin. In order to have a convenient record of the reports submitted or due from each ginner, it is suggested that a typewritten form such as the following be prepared and attached to the folder for each gin and posted at the time each report is submitted.

Name of Gin _____			Serial No. of Gin _____		
Report No.:	Period	Date	Report No.:	Period	Date
	From:Through:	Received		From:Through:	Received
1	:	:	7	:	:
2	:	:	8	:	:
3	:	:	9	:	:
4	:	:	10	:	:
5	:	:	11	:	:
6	:	:	12	:	:
	:	:		:	:

(c) If the report on form Cotton 216 is incomplete or in error, the ginner submitting the report should be notified by letter of the omission or error and requested to submit a correctly prepared report. The incorrectly prepared report should be marked on its face "Incorrect" and placed in the folder for the gin with a copy of the letter notifying the ginner of the omission or error stapled to it.

(d) The Treasurer of the County Committee shall furnish each ginner with postage stamps to cover the expense of submitting reports on form Cotton 216. Since the amount of postage required for each report cannot be determined in advance, arrangements should be made with the ginner whereby the postage stamps may be furnished to him in advance to be used as the need arises, or whereby the ginner may be reimbursed from the administrative expense funds of the county committee for the postage expense incurred by him upon the basis of a detailed statement of such expenses presented to the county committee at the end of the season. Where postage stamps are furnished in advance, a postage

account should be set up for each ginner and filed in the folder for the gin. The postage account should show (1) the value of the stamps advanced and (2) the value of the stamps used in transmitting each report. The portion of the envelope bearing the canceled postage stamps should be detached and identified with the gin and the report number and filed in the folder to substantiate the postage account. Each ginner must also give receipts for the postage stamps advanced, which shall be filed in the folder for the gin to substantiate the postage account.

Sec. 220. Apportionment and Reapportionment of Producer Marketing Quotas. - (a) After producer marketing quotas have been apportioned as set forth in section 210 of these instructions, a final apportionment or reapportionment of the farm marketing quota will be made on the basis of the share of each producer in the actual production in 1938 of the acreage planted to cotton on the farm. Intermediate apportionments or reapportionments may also be made upon request of the operator of the farm before the final apportionment or reapportionment if the County Committee finds it to be justifiable because (1) the records of the actual production of cotton on the farm as shown by reports entered in Part VI of form Cotton 254 of cotton ginned indicate that the actual average yield per acre of lint cotton in 1938 for the farm is substantially in excess of the normal yield per acre of lint cotton approved for the farm so that the amount of the farm marketing quota may be increased as set forth in section 201 (b) of the regulations or (2) one or more of the producers on the farm has harvested all cotton produced in 1938 by or for him on the farm and the amount of the producer marketing quota apportioned to him under section 210 of these instructions is in excess of his share in the actual production and one or more of the other producers on the farm has produced or is producing more than the producer marketing quota theretofore apportioned to him. In making either a final apportionment or reapportionment of the farm marketing quota, two provisos must be observed; namely, (1) no producer on the farm who produces more than the amount of the producer marketing quota previously apportioned to him shall have such producer marketing quota reduced and (2) that amount of the producer marketing quota of any producer which is in excess of his share in the actual production in 1938 on the farm shall be reapportioned to the other producers on the farm if there is any need therefor. In making apportionments or reapportionments of the farm marketing quota among the producers on a farm the provisions of section 205 of the regulations shall be followed.

(b) If the County Committee determines that an intermediate apportionment or reapportionment of the farm marketing quota is justifiable, form Cotton 254A shall be prepared in the original only, as follows:

1. Above the title of the form enter the word "Intermediate".

2. In the spaces indicated enter the farm account serial number as shown on form Cotton 254 and the sheet number and number of sheets of form Cotton 254A.

3. In column (1) enter the names of all producers on the farm in the order in which they appear on form Cotton 254.

4. In column (2) transcribe the information appearing in column (6) of form Cotton 254 for each producer.

5. In column (3) transcribe the information appearing in column (7) of form Cotton 254 for each producer.

6. In the heading of column (4) of the first sheet enter the date on which the actual production was determined.

7. In column (4) enter the amount of cotton ginned by each producer on the farm - that is, the sum of the entries appearing on line (a) in the columns entitled "Net Pounds" of Part VI of form Cotton 254. Place a red check mark to the right of the figure in column (4) for each producer on the farm whose total production, or share therein, is shown in column (4).

8. The total of the entries in column (4) shall be entered in line 9 of the last sheet of form Cotton 254A. The total so determined shall be divided by the number of acres planted to cotton in 1938 on the farm as shown in line 6 of Part I of form Cotton 254 and the resulting average yield per acre shall be entered in the space provided in the heading of column (4).

9. Multiply the number of acres in the farm acreage allotment as shown in line 1 of Part I of form Cotton 254 by the greater of the following:

(1) the average yield per acre shown in the heading of column (4) of form Cotton 254A or

(2) the normal yield per acre approved for the farm as shown in line 2 of Part I of form Cotton 254.

Enter the result obtained on line 9 in column (5).

10. Divide the entry on line 9 in column (5) by the entry on line 9 in column (2) and enter the resulting percentage, carried to four decimal places, in the space provided in the heading of column (5).

11. Multiply each entry in column (2) by the percentage figure in the heading of column (5) and enter the results obtained on the respective lines in column (5). The sum of the entries in column (5) must equal the total shown on line 9 in column (5).

12. If, as a result of the computations made under paragraph 11 of this subsection, the entry for any producer in column (5) is less than the entry for such producer in column (3), and the entry in column (5) is also less than the entry in column (4), so that proviso number (1) in subsection (a) of this section is applicable, enter in column (6) the amount by which the entry in column (3), or the entry in column (4), whichever is the smaller, exceeds the entry in column (5). The amount so entered in column (6) shall be preceded by a plus sign (+) and the entry circled.

13. If, as a result of the computations made under paragraph 11 of this subsection, the entry in column (5) for any producer for whom a red check mark was made to the right of the entry in column (4) exceeds the entry in column (4) so that proviso number (2) in subsection (a) of this section is applicable, the amount by which the entry in column (5) exceeds the entry in column (4) shall be entered in column (6). The entry so made in column (6) shall be preceded by a minus sign (-) and circled.

14. Take the algebraic sum of the circled plus and minus figures in column (6) and enter the result on line 9 of column (6). If the sum of the minus figures exceeds the sum of the plus figures, the algebraic sum so entered shall be preceded by a minus sign and circled. If the sum of the plus figures exceeds the sum of the minus figures, the algebraic sum so entered shall be preceded by a plus sign and circled.

15. In column (6) extend the figures shown in column (5) which were not affected by either of the provisos as outlined in paragraphs 12, 13, and 14 of this subsection and enter the sum of such figures on line 9 in column (6) beneath the circled algebraic sum.

16. Divide the circled algebraic sum entered on line 9 in column (6), as determined in accordance with paragraph 14 of this subsection, by the uncircled sum entered on line 9 in column (6), as determined in accordance with paragraph 15 of this subsection, and enter the resulting percentage figure, carried to four decimal places, on line "a" of column (6).

17. If the circled algebraic sum entered on line 9 in column (6) is preceded by a minus sign, add the percentage entered on line "a" in column (6) to 100 percent and enter the result on line "b" in column (6) and in the heading of column (7). If the circled algebraic sum entered on line 9 in column (6) is preceded by a plus sign, subtract the percentage entered on line "a" in column (6) from 100 percent and enter the result on line "b" in column (6) and in the heading of column (7).

18. In column (7), enter the amounts shown in column (3) if the circled figure shown in column (6) is a plus amount as provided in paragraph 12 of this subsection and the amounts shown in column (4) if the circled figure shown in column (6) is a minus amount as provided in paragraph 13 of this subsection.

19. In column (7) enter the results obtained by multiplying the uncircled figures in column (6) by the percentage figure shown in the heading of column (7).

20. Total the entries in column (7) and enter the result, which must be the same as the total of column (5), on line 9 in column (7).

21. If any entry in column (7) is affected by either of the provisos in subsection (a) of this section, the computations with respect to the amounts in column (5), as described in paragraphs 12 through 20 of this subsection, shall be repeated with respect to the amounts in column (7) and the results entered in columns (8) and (9) in lieu of columns (6) and (7). Such computations shall be repeated until the producer marketing quota as apportioned or reapportioned is not affected by either of said provisos.

(c) After all cotton produced on the farm has been ginned and recorded in Part VI of form Cotton 254, the producer marketing quotas shall be apportioned or reapportioned by preparing form Cotton 254A as follows:

1. Above the title of the form enter the word "Final".

2. In the spaces indicated enter the farm account serial number as shown on form Cotton 254 and the sheet number and the number of sheets of form Cotton 254A.

3. In column (1) enter the names of all producers on the farm in the order in which they appear on form Cotton 254.

4. In column (2) transcribe the information appearing in column (6) of form Cotton 254 for each producer.

5. In column (3) transcribe the information appearing in column (7) of form Cotton 254 for each producer, if an intermediate apportionment or reapportionment was not made under subsection (b) of this section, or the producer marketing quota shown on form Cotton 254A for each producer, if an intermediate apportionment or reapportionment was made under subsection (b) of this section.

6. In the heading of column (4) enter the date on which the total amount of the actual production on the farm in 1938 was finally determined.

7. In column (4) enter the amount of cotton ginned by each producer on the farm--that is, the sum of the entries appearing on line (a) in the columns entitled "Net Pounds" of Part VI of form Cotton 254.

8. The total of the entries in column (4) shall be entered in line 9 of the last sheet of form cotton 254A. The total so determined shall be divided by the number of acres planted to cotton in 1938 on the farm as shown in line 6 of Part I of form Cotton 254 and the resulting average yield per acre shall be entered in the space provided in the heading of column (4).

9. Multiply the number of acres in the farm acreage allotment as shown in line 1 of Part I of form Cotton 254 by the greater of the following:

(1) the average yield per acre shown in the heading of column (4) of form Cotton 254A, or

(2) the normal yield per acre approved for the farm as shown in line 2 of Part I of form Cotton 254.

Enter the result obtained on line 9 in column (5).

10. Divide the entry on line 9 in column (5) by the entry on line 9 in column (4) and enter the resulting percentage, carried to four decimal places, in the heading of column (5).

11. Multiply the amounts in column (4) by the percentage figure in the heading of column (5) and enter the results on the respective lines in column (5). The sum of the entries in column (5) must equal the total shown on line 9 of column (5).

12. If, as a result of the computations made under paragraph 11 of this subsection, the entry for any producer in column (5) is less than the entry for such producer in column (3), and the entry in column (5) is also less than the entry in column (4), so that proviso number (1) in subsection (a) of this section is applicable, enter in column (6) the amount by which the entry in column (3) or the entry in column (4), whichever is the smaller, exceeds the entry in column (5). The amount so entered shall be preceded by a plus sign (+) and circled.

13. If, as a result of the computations made under paragraph 11 of this subsection, the entry in column (5) for any producer exceeds the entry for such producer in column (4) so that proviso number (2) in subsection (a) of this section is applicable, the amount by which the entry in column (5) exceeds the entry in column (4) shall be entered in column (6). The entry so made in column (6) shall be preceded by a minus sign and circled.

14. Take the algebraic sum of the circled plus and minus figures in column (6) and enter the result in line 9 of column (6). If the sum of the minus figures exceeds the sum of the plus figures, the algebraic sum so entered shall be preceded by a minus sign and circled. If the sum of the plus figures exceeds the sum of the minus figures, the algebraic sum so entered shall be preceded by a plus sign and circled.

15. In column (6) extend the figures shown in column (5) which were not affected by either of the provisos as outlined in paragraphs 12, 13, and 14 of this subsection and enter the sum of such figures on line 9 in column (6) beneath the circled algebraic sum.

16. Divide the circled algebraic sum entered on line 9 in column (6), as determined in accordance with paragraph 14 of this subsection, by the uncircled sum entered on line 9 in column (6), as determined in accordance with paragraph 15 of this subsection, and enter the resulting percentage figure, carried to four decimal places, on line "a" of column (6).

17. If the circled algebraic sum entered on line 9 in column (6) is preceded by a minus sign, add the percentage entered on line "a" in column (6) to 100 percent and enter the result on line "b" in column (6) and in the heading of column (7). If the circled algebraic sum entered on line 9 in column (6) is preceded by a plus sign, subtract the percentage entered on line "a" in column (6) from 100 percent and enter the result on line "b" in column (6) and in the heading of column (7).

18. In column (7), enter the amounts shown in column (3) if the circled figure shown in column (6) is a plus amount as provided in paragraph 12 of this subsection and the amounts shown in column (4) if the circled figure shown in column (6) is a minus amount as provided in paragraph 13 of this subsection.

19. In column (7) enter the results obtained by multiplying the uncircled figures in column (6) by the percentage figure shown in the heading of column (7).

20. Total the entries in column (7) and enter the result, which must be the same as the total of column (5), on line 9 in column (7).

21. If any entry in column (7) is affected by either of the provisos referred to in subsection (a) of this section, the computations with respect to the amounts in column (5), as described in paragraphs 12 through 20 of this subsection, shall be repeated with respect to the amounts in column (7) and the results entered in columns (8) and (9) in lieu of columns (6) and (7). Such computations shall be repeated until the producer marketing quota as apportioned or reapportioned is not affected by either of said provisos.

22. The producer marketing quotas finally determined, as provided in the foregoing paragraphs of this subsection, shall be entered in column (12). The total of such entries in column (12) must be the same as the total of column (5).

(d) The information shown on forms Cotton 254A prepared pursuant to subsection (c) of this section will be transcribed to form Cotton 254 as follows:

1. In column (21) of Part VI enter the final adjustment producer marketing quotas shown in column (12) of form Cotton 254A.

2. In line 7 of Part I enter the amount shown on lines 9 in column (4) of form Cotton 254A, which amount must agree with the total line (a) of column (20) of Part VI of form Cotton 254.

3. In line 8 of Part I enter the average yield per acre shown in the heading of column (4) of form Cotton 254A.

4. In line 9 of Part I enter the result obtained by multiplying the entry in line IX by the entry in line 8 of Part I. The result so obtained must be equal to the total of column (12) of form Cotton 254A.

5. In line 10 of Part I enter the greater of the following:

(1) The entry in line 3 plus the entry in line 4 of Part I, or

(2) The entry in line 9 plus the entry in line 4 of Part I.

(e) If the farm marketing quota is apportioned or reapportioned as set forth in this section, the issuance of forms Cotton 212 and related forms Cotton 213 will be affected as follows:

1. If the farm marketing quota was increased as provided in section 201(b) of the regulations, a new form Cotton 212 will be issued, pursuant to section 402(c) of the regulations, to each producer on the farm for whom the producer marketing quota previously apportioned was increased or to the operator of the farm for the entire amount of the increase in the farm marketing quota, in accordance with the procedure outlined in section 211 of those instructions, except that:

a. The letters "XX" shall be entered before the State and county code and farm serial number of the new form Cotton 212.

b. The amount of the producer marketing quota or farm marketing quota, as the case may be, entered on the new form Cotton 212 shall be (1) the difference between the amount of the producer marketing quota previously apportioned and, in the case of an intermediate apportionment, the amount shown opposite the producer's name in the applicable column of form Cotton 254 A or, in the case of a final apportionment, the amount shown opposite the producer's name in column (21) of Part VI of form Cotton 254, or (2) in case form Cotton 212-A was executed

with respect to the farm, the difference between the amount of the farm marketing quota previously determined and the farm marketing quota as increased under section 201(b) of the regulations.

c. In line 1, Part I, of the first set of new forms Cotton 213 enter the amount of the marketing quota which is shown on the accompanying form Cotton 212.

d. In column H of the form Cotton 253 enter the legend "Sec. 402(c)".

2. If the farm marketing quota is not increased as provided in section 201(b) of the regulations and a form Cotton 212-A was not executed with respect to the farm, a form Cotton 212 will be issued pursuant to section 405(b) of the regulations to each producer for whom the producer marketing quota previously apportioned was increased as a result of the reapportionment, in accordance with section 211 of these instructions, except that:

a. The word "Reissue" shall be stamped across the face of the new form Cotton 212.

b. The amount of the producer marketing quota entered on the new form Cotton 212 shall be the difference between the amount of the producer marketing quota previously apportioned and, in the case of an intermediate reapportionment, the amount shown opposite the producer's name in the applicable column of form Cotton 254A or, in the case of a final reapportionment, the amount shown opposite the producer's name in column (21) of Part VI of form Cotton 254.

c. In line 1, Part I, of the first set of new forms Cotton 213, enter the amount of the marketing quota which is shown on the accompanying form Cotton 212.

d. In column H of form Cotton 253 enter the legend "Sec. 405(b)".

3. If the producer marketing quota of any producer to whom form Cotton 212 was issued is decreased as a result of the apportionment or reapportionment of the farm marketing quota as set forth in this section, the County Committee

shall, in accordance with section 405(a) of the regulations, alter the form Cotton 212 heretofore issued to such producer by striking through the amount of the producer marketing quota previously entered thereon and by entering the amount of the decreased producer marketing quota above the previous entry. In line 1, Part I, of the first set of unused forms Cotton 213, the County Committee shall enter the unused portion, if any, of the decreased producer marketing quota determined by subtracting the sum of the entries in lines 2, Part I, of the executed forms Cotton 213a from the amount of the decreased producer marketing quota. If there is no unused amount of the decreased producer marketing quota, the word "None" shall be entered in line 1, Part I, of the first set of unused forms Cotton 213. The entries so made on forms Cotton 212 and 213 shall be signed or initialed by a member of the County Committee. If such a producer fails or refuses to have the form Cotton 212 and forms Cotton 213 so altered, the County Committee shall cancel the form Cotton 212 and forms Cotton 213 in accordance with section 405(a) of the regulations.

4. The sum of all producer marketing quotas with respect to any farm as evidenced by forms Cotton 212, exclusive of any canceled forms Cotton 212, shall not exceed the amount of the farm marketing quota.

If, as a result of the apportionment or reapportionment as set forth in this section, a refund was or will be made to any producers under section 222 of these instructions, the following procedure shall be followed: (1) New forms Cotton 212 and books of forms Cotton 213 reflecting the increase in the producer marketing quota or farm marketing quota shall not be issued if the amount of the poundage on which a refund was made, as shown in the total line of column (8) of form Cotton 257, is equal to the amount by which the farm marketing quota as increased under section 201(b) of the regulations exceeds the amount of the farm marketing quota previously determined; or (2) new forms Cotton 212 and books of forms Cotton 213 reflecting the amount by which the increased amount of the farm marketing quota exceeds the amount of the poundage on which a refund was made, as shown in the total line of column (8) of form Cotton 257, shall be issued if the amount of the poundage on which a refund was made is less than the amount by which the farm marketing quota as increased under section 201(b) of the regulations exceeds the amount of the farm marketing quota previously determined.

(f) Forms Cotton 254A showing the apportionment or reapportionment of the farm marketing quota shall be placed in a binder arranged in the numerical order of the farm account serial numbers.

(g) If one or more of the producers on the farm complains in writing to the County Committee that the apportionment of the farm marketing quota among producers, as determined under this

section, is not fair and equitable, the County Committee may re-apportion the farm marketing quota among the producers on the farm as provided in paragraph 3 of section 205 of the regulations. If the producer marketing quotas are so reapportioned under said section a notation to that effect shall be made on form Cotton 254A and a memorandum, signed by a member of the County Committee, setting forth the basis of such determination, shall be filed in the folder for the farm. In the case of a final reapportionment of the producer marketing quotas, the producer marketing quotas entered in column (21) of Part VI of form Cotton 254 shall be circled and the amount of each producer marketing quota as reapportioned shall be entered in said column (21) above the circled figure.

Sec. 221. Recording Reports of Cotton Marketed and Penalties Paid. - (a) The record of cotton marketed by producers on any farm on which the acreage of cotton planted in 1938 is in excess of the farm acreage allotment therefor and with respect to which forms Cotton 212 and 213 were issued will be entered in Part VI of form Cotton 254 on the basis of information contained in forms Cotton 213b and forms Cotton 222, as follows:

1. On line (b) in the column entitled "Reference No." enter opposite each producer's name the printed serial number of form Cotton 213b. The reference to the first form Cotton 213b covering the marketing of cotton will be entered on line (b) in column (8) and the references to subsequent forms Cotton 213b will be entered in consecutive order on line (b) in the columns headed "Reference No." in columns (10) through (18).

2. On line (b) of the column entitled "Net Pounds" enter opposite each producer's name the poundage shown in line 2, Part I, of form Cotton 213b. The amount of cotton covered by the first form Cotton 213b will be entered on line (b) in column (9) and the amounts shown in subsequent forms Cotton 213b will be entered in consecutive order on line (b) in the columns headed "Net Pounds" in columns (11) through (19).

3. If form Cotton 222 is submitted by the producer, it shall be placed in a pending file until the form Cotton 213b to which it relates is received. When the related form Cotton 213b is received, the Treasurer of the County Committee shall compare form Cotton 213b with form Cotton 222 to determine that form Cotton 213 has been correctly described in Part I of form Cotton 222 and that the total poundage shown in Part II of form Cotton 222 agrees with the poundage entered on line 2, Part I, of form Cotton 213. If form Cotton 222 is in agreement with form Cotton 213b, the share of each producer in the cotton marketed shall be entered on line (b) of the appropriate column entitled "Net Pounds" of Part VI of form Cotton 254 and the serial number of the form Cotton 213b to which it relates shall be entered on line (b) of the column entitled "Reference No."

4. When all of the cotton produced on the farm by or for any one producer has been marketed, the sum of the entries on line (b) in the columns entitled "Net Pounds" for such producer shall be entered on line (b) in column (20).

5. From time to time, forms Cotton 213b should be examined to determine whether the producer has brought forward correctly from line 3, Part I, of the preceding form Cotton 213b to line 1, Part I, of each form Cotton 213b the unused portion of the marketing quota. If the producer has been preparing forms Cotton 213 incorrectly, he should be so advised and any necessary corrections shall be made in the producer's book of forms Cotton 213b.

(b) The record of the penalties paid or sums tendered as the penalty with respect to the marketing of cotton produced on any farm on which the acreage of cotton planted in 1938 is in excess of the farm acreage allotment therefor and with respect to which forms Cotton 212 and 213 were issued will be entered in Part VII of form Cotton 254 on the basis of information contained in forms Cotton 213b, as follows:

1. On line (a) in the column headed "Reference No." opposite each producer's name enter the printed serial number of form Cotton 213b. The reference to the first form Cotton 213b covering the marketing of cotton subject to the penalty will be entered on line (a) in column (23) and the reference to subsequent forms Cotton 213b will be entered in consecutive order on line (a) in the columns headed "Reference No." in columns (25) through (29).

2. On line (a) of the column headed "Amount" opposite each producer's name enter the poundage shown on line 4, Part I, of form Cotton 213b. The amount of cotton (the marketing of which is subject to the penalty) covered by the first form Cotton 213b will be entered on line (a) in column (24) and the amounts shown in subsequent forms Cotton 213b will be entered in consecutive order on line (a) in the columns headed "Amount" in columns (26) through (30).

3. The Treasurer of the County Committee shall issue a receipt on form Cotton 219 for the amount of the penalty. Form Cotton 219 shall be prepared as outlined in section 212(b) of these instructions, except that the words "as security for payment of the penalty" shall be deleted instead of the words "in payment of the penalty" and following the words "marketing by" the name of the operator or producer as shown in form Cotton 213b shall be entered in the blank space provided.

4. On line (b) of the column headed "Reference No." opposite each producer's name enter the printed serial number of form Cotton 219 issued to the remitter of the penalty. The reference to the first form Cotton

219 will be entered on line (b) in column (23) and the reference number to subsequent forms Cotton 219 will be entered in consecutive order on line (b) in the columns headed "Reference No." in columns (25) through (29).

5. On line (b) of the column headed "Amount" opposite each producer's name enter the amount of the penalty received. Verify the correctness of the penalty received by multiplying two cents by the number of net pounds shown on line (a) in the column entitled "Amount". The amount of the penalty shown on the first form Cotton 219 will be entered on line (b) in column (24) and the amounts of the penalty remitted as shown in subsequent forms Cotton 219 will be entered in consecutive order on line (b) in the columns headed "Amount" in columns (26) through (30).

6. If form Cotton 213b indicates that a penalty was incurred, that is, an entry appears on line 4, Part I, of form Cotton 213b, and the amount of the penalty has not been remitted, no entry will be made in Part VII of form Cotton 254 with respect to such form Cotton 213b and the serial number thereof in the column entitled "Reference No." of Part VI of form Cotton 254 shall be circled in red. The form Cotton 213b shall be placed in a pending file to determine whether the penalty incurred was or was not collected or deducted from the purchase or exchange value of the cotton. If the penalty incurred is subsequently remitted, the procedure outlined in the foregoing portion of this subsection is applicable. If the penalty is not remitted within thirty calendar days next succeeding the day on which the cotton was marketed, the County Committee shall submit a full and detailed report in triplicate to the State Office of the nature of the producer's account and the facts with respect to the refusal or failure to remit the penalty.

7. When all the cotton produced on the farm by or for any one producer has been marketed, the sums of the entries on lines (a) and (b) in the columns entitled "Amount" for such producer shall be entered on lines (a) and (b), respectively, in column (31).

(c) After the information shown in form Cotton 213b has been posted to Parts VI and VII of form Cotton 254, form Cotton 213, together with the related form Cotton 222, if any, shall be filed in the folder for the farm.

(d) If a receipt on form Cotton 219 was issued as outlined in paragraph 3 of subsection (b) of this section, the information contained in form Cotton 219 shall be entered on form Cotton 256, as follows:

1. In column (9) enter the date on which the funds were received as indicated by the date of the form Cotton 219.

2. Make no entry in column (10).

3. In column (11) enter the printed serial number of the form Cotton 219.

4. In column (12) enter the farm account serial number of the farm as shown on form Cotton 254.

5. In column (13) enter the amount of the funds received as shown on the form Cotton 219.

6. If the checks, drafts, or money orders received are not honored upon presentment for payment, a contra entry in red duplicating the information previously entered in Part III of form Cotton 256 shall be made in columns (9) through (13) of Part III of form Cotton 256, or, if the checks, drafts, or money orders were not paid at par, the same contra entry in red shall be made except that the entry in column (13) shall be the difference between the amounts of the checks, drafts, or money orders and the amounts for which they were honored.

7. If subsequently the amount of the dishonored checks, drafts, or money orders is remitted or the difference between their face value and the amount for which they were honored is remitted, the procedure outlined above in this subsection shall be followed.

8. If the checks, drafts, or money orders were not honored at par or were not honored upon presentment for payment and the difference between their face value and the amount for which they were honored or the amount of such checks, drafts, or money orders is not subsequently remitted, the County Committee shall submit a full and detailed report in triplicate to the State Office of the nature of the producer's account and the facts with respect to the refusal or failure to remit the penalty or portion thereof.

(e) If a producer to whom a form Cotton 212 and the book of forms Cotton 213 were issued tenders the penalty, for which he would be liable upon the marketing of any cotton, prior to the time such cotton is marketed, as provided in section 505(b) of the regulations, the Treasurer of the County Committee shall receive the penalty and issue a receipt therefor on form Cotton 219-A, prepared in triplicate, distributed, and dealt with as follows:

1. A separate receipt shall be prepared for each bale of cotton with respect to which the penalty is tendered.
2. In the spaces indicated enter the printed serial number of the producer's form Cotton 212 and the State and County code number.
3. Above the words "(Name of producer)" and "(Full mail address)" enter the name and address, respectively, of the producer.
4. In the space following the words "the sum of" enter in words the amount of the penalty paid.
5. In the space following the words "one bale containing" enter the net weight of the bale of cotton with respect to which the penalty is tendered.
6. In the space following the words "or mark" enter the gin bale number or mark of such bale.
7. In the space following the words "serial number" enter the serial number of the farm.
8. After the dollar mark above the word "Amount" enter in figures the amount of the penalty tendered with respect to such bale which must agree with the amount thereof entered in words in the body of Part I.
9. The Treasurer of the County Committee shall sign the original and the two copies and enter on each the date of his signature.
10. The producer shall sign his name in the space indicated on the original and the two copies and enter on each the date of his signature.
11. The original and first copy shall be delivered to the producer and the third copy retained by the Treasurer of the County Committee.

12. The funds received shall be deposited immediately in the special deposit account as provided in section 224 of these instructions, and the information shown on the form Cotton 219-A shall be posted to form Cotton 256 in the manner outlined in subsection (d) of this section except that the legend "Cotton 219-A" shall be entered in column (11) above the printed serial number of form Cotton 219-A.

13. Form Cotton 219-A shall be placed in a pending file until the related form Cotton 213b is returned to the County Office as provided in section 603(a) of the regulations. The data on form Cotton 213b and the related form Cotton 219-A shall be posted to Parts VI and VII of form Cotton 254 as provided in this section. The copy of form Cotton 219-A shall then be filed in the folder for such forms.

Sec. 222. Adjustments of Penalties by County Committees.

(a) If a producer files a claim, pursuant to section 508 of the regulations, for the return to him of any funds which were tendered in payment of the penalty, the amount thereof which is determined not to have been incurred as a penalty and which may be refunded to such producer will be determined by preparing form Cotton 257, in the original only, as follows:

1. In the spaces indicated enter the farm account serial number shown on form Cotton 254 and the State and county code and farm serial number.

2. In column (1) enter the names of all producers on the farm in the order in which they appear in column (1) of Part V of form Cotton 254.

3. In column (2) opposite the name of each producer enter the number of pounds of cotton marketed in excess of his producer marketing quota, determined by subtracting the amount of the producer marketing quota apportioned or reapportioned to him under section 210 or section 220 of these instructions from the sum of the entries opposite his name on line (b) of the columns headed "Net Pounds" in Part VI of form Cotton 254. On line 9 in column (2) enter the sum of the entries in column (2). If any producer has not marketed cotton in excess of his producer marketing quota, enter zero in column (2) opposite his name.

4. In column (3) enter for each producer the sum of the entries on line (a) of columns (24) through (28) headed "Amount" of Part VII of form Cotton 254 minus the sum of the entries on line (a) of columns (33) and (35) headed "Amount" of Part VII of form Cotton 254. On line 9 in column (3) enter the sum of the entries in column (3).

5. In column (4) enter the following: (a) if the amount in column (3) exceeds the amount in column (2), enter the difference between such amounts in column (4) and enter a plus sign to the left of such difference; or (b) if the amount in column (2) exceeds the amount in column (3), enter the difference between such amounts in column (4) and enter a minus sign to the left of such difference.

6. Take the algebraic sum of the plus and minus figures in column (4) and enter the result on line 9 of column (4). If the sum of the minus figures exceeds the sum of the plus figures, the algebraic sum so entered shall be preceded by a minus sign. If the sum of the plus figures exceeds the sum of the minus figures, the algebraic sum so entered shall be preceded by a plus sign.

7. The difference between the totals of columns (2) and (3) must equal the algebraic total of column (4). If the algebraic total of column (4) is a minus figure or zero the claim of the producer shall be disallowed and the producer so notified in writing as provided in section 508(b) of the regulations.

8. If the algebraic total of column (4) is a plus figure, enter in column (5) the result obtained by multiplying the plus entries in column (4) by 2 cents and enter the sum of such results on line 9 in column (5). Make no entry in column (5) with respect to the minus figures in column (4).

9. If there are plus and minus figures in column (4), the County Committee and the Treasurer of the County Committee shall ascertain whether the plus poundage figure shown for any producer in column (4) represents cotton of any other producer or producers which was marketed by such producer and included on a form Cotton 213 issued to such producer, or represents cotton the marketing of which was subject to the penalty because the amount of the producer marketing quota for such producer was apportioned incorrectly to another producer. The amount of such cotton with respect to the marketing of which such producer paid the penalty incurred by any other producers on the farm shall be subtracted from the entry in column (4) for such producer and the result entered in column (6). If the County Committee and the Treasurer of the County Committee find that the plus poundage figure in column (4) for any producer does

not represent cotton with respect to the marketing of which such producer paid the penalty incurred by any other producers on the farm, the plus poundage figure in column (4) for such producer shall be entered in column (6).

10. If the sum of the entries in column (6) is equal to the plus algebraic total on line 9 in column (4), enter in column (8) the figures in column (6) and multiply 2 cents by each entry in column (8) and enter the result in column (9). Make no entry in column (7).

11. If the sum of the entries in column (6) exceeds the plus algebraic total of column (4), divide the plus algebraic total of column (4) by the total of column (6) and enter the resulting percentage, carried to four decimal places, in column (7) opposite each entry in column (6). Multiply each entry in column (6) by the percentage figure in column (7) and enter the result in column (8). The sum of the entries in column (8) must be equal to the plus algebraic total of column (4). Multiply 2 cents by the entries in column (8) and enter the result in column (9).

12. If all the figures in column (4) are plus figures, enter in column (8) each figure in column 4. Multiply 2 cents by the figures in column (8) and enter the result in column (9). Make no entries in columns (5), (6), and (7).

13. The sum of the entries in column (9) must be equal to the sum obtained by multiplying 2 cents by the amount on line 9 in column (4).

14. A member of the County Committee and the Treasurer of the County Committee shall sign form Cotton 257 and enter the date of their signatures in the spaces provided.

(b) The Treasurer of the County Committee shall issue a check drawn payable to the order of each producer for whom an entry is shown in column (9) of the form Cotton 257 in the amount of such entry shown opposite the producer's name. The issuance of such checks shall be recorded on form Cotton 257 as follows:

1. In column (10) enter the date of the check.
2. In column (11) enter the serial number of the check.

3. In column (12) enter the amount for which the check is drawn, and total the amounts entered in column (12).

(c) The Treasurer of the County Committee shall deliver the checks issued in accordance with subsection (b) of this section to the payees named therein and obtain receipts therefor on form Cotton 258 prepared in duplicate as follows:

1. In the spaces indicated enter the farm account serial number and the State and county code number and farm serial number shown on form Cotton 257.

2. In the spaces provided in the first line of the printed matter enter the date the check is delivered to the payee.

3. In the spaces provided in the second line of the printed matter, enter the name of the Treasurer of the County Committee and the name of the county.

4. In the spaces provided in the third and fourth lines of the printed matter enter the amount for which the check is drawn.

5. The payee of the check shall sign his name and enter the date of his signature in the spaces provided on the original and copy. Such signature should correspond with the name of the payee shown in the check. The original shall be delivered to the Treasurer of the County Committee and the copy retained by the producer.

(d) The information shown on forms Cotton 257 and 258 shall be recorded in Part IV of form Cotton 256 as follows:

1. In column (14) enter the date of the check as shown in column (10) of form Cotton 257.

2. In column (15) enter the serial number of the check as shown in column (11) of form Cotton 257.

3. In column (16) enter the farm account serial number shown on forms Cotton 257 and 258.

4. Make no entry in column (17).

5. In column (18) enter the name of the payee as shown on form Cotton 258.

6. In column (19) enter the amount of the check as shown on form Cotton 258.

(e) The information shown on forms Cotton 257 and 258 shall be recorded in Part VII of form Cotton 254 as follows:

1. On line (a), column (32), for the first refund, or column (34) for the second refund, enter the serial number of the check as shown in column (II) of form Cotton 257.

2. On line (b) of column (32) for the first refund, or column (34) for the second refund, enter the printed serial number of the form Cotton 258.

3. On line (a) of column (33) for the first refund, or column (35) for the second refund, enter the number of pounds shown in column (8) of form Cotton 257.

4. On line (b) of column (33) for the first refund, or column (35) for the second refund, enter the amount of the check as shown on form Cotton 258 and in column (12) of form Cotton 257.

(f) Forms Cotton 257 shall be placed in a binder in the numerical order of the farm account serial numbers. Form Cotton 258 shall be placed in the folder for such forms.

Sec. 223. Closing Farm Accounts for Farms Planting in Excess of Acreage Allotments.- (a) As provided in section 603(b) of the regulations, the operator of each farm on which the planted cotton acreage in 1938 exceeds the farm cotton acreage allotment shall submit a report on form Cotton 217, prepared in duplicate, after all cotton produced on the farm in 1938 has been harvested or not later than January 1, 1939, whichever is the earlier. If the total production of cotton in 1938 has not been harvested and marketed prior to January 1, 1939, the operator shall file an additional report on Cotton 217, prepared in duplicate, as soon as possible after all cotton produced has been marketed or not later than August 1, 1939, whichever is the earlier. Form Cotton 217 will be prepared as follows:

1. In the spaces indicated enter the sheet number and the number of sheets in the report; the serial number of the farm; the name of the county; and the name of the State.

2. In column (a) enter the names of all producers on the farm having an interest in the cotton crop produced in 1938 or the proceeds thereof or who have cotton on

hand from any previous crop. Wherever practicable, the operator should list the names of such producers in the order in which they appear on form Cotton 254.

3. In column (B) enter the share of each producer in the total production in 1938 of the acreage planted to cotton on the farm exclusive of cotton over 1-1/2 inches in staple length.

4. In column (C) enter the amount of cotton from any previous crop which each producer had on hand as of August 1, 1938, exclusive of the amount of cotton which at the time of making the report is pledged as collateral security to a public or private lending agency for a Commodity Credit Corporation cotton loan. Cotton from any previous crop includes cotton produced prior to the year 1938 on any other farm than that with respect to which the report is made.

5. In column (D) enter the amount of the producer marketing quota finally apportioned or reapportioned to each producer as outlined in sections 210 and 220 of these instructions plus the entry in column (C). The sum of the entries in column (D) must be equal to the amount of the farm marketing quota determined for the farm by the County Committee pursuant to section 201(b) of the regulations.

6. In column (E) enter the total amount of the cotton which has been marketed by or for each producer excluding sales made in connection with form Cotton 221.

7. In column (F) enter the amount by which the amount in column (E) exceeds the amount in column (D) for each producer.

8. In column (G) enter the number of pounds of cotton with respect to the marketing of which the penalty was paid, exclusive of any cotton with respect to which the sums tendered as payment of the penalty have been refunded.

9. In column (H) enter the number of pounds of lint cotton which each producer has on hand which has not been marketed at the time of submitting the report. If the sum of the entries in columns (B) and (C) is equal to the entry in column (E), enter a zero in column (H).

10. In column (I) enter the estimated amount of lint cotton which each producer will harvest from the 1938 crop after the report is submitted. If all cotton has been harvested at the time the report is submitted, enter a zero in column (I).

11. In Part I the operator shall certify to the correctness of the report by signing his name in the space indicated and enter the date and place of his signature, and shall print or type his name and full mail address in the space provided.

12. The original of form Cotton 217 shall be filed in the County Office and the copy retained by the operator.

(b) If a preliminary report on form Cotton 217 is submitted, the information shown thereon shall be compared with the comparable information on form Cotton 254. Any preliminary report on form Cotton 217 shall be so marked by inserting the word "Preliminary" above the heading "Farm Operator's Report", and shall be filed in the folder for the farm. The information contained in the final report on form Cotton 217 and the information shown in form Cotton 254 shall be compared and verified as follows:

1. The amount entered on line (a) in column (20) of form Cotton 254 for each producer must be equal to the amount shown in column (B) of form Cotton 217 for each producer. The total on line 9(a) in column (20) of form Cotton 254 must be equal to the total of column (B) of form Cotton 217.

2. The amount entered on line (b) in column (20) of form Cotton 254 for each producer must be equal to the amount shown in column (E) of form Cotton 217 for each producer. The total on line 9(b) of column (20) of form Cotton 254 must be equal to the total of column (E) of form Cotton 217.

3. The uncircled amount shown for each producer in column (3) of form Cotton 254 must be equal to the amount shown in column (C) of form Cotton 217 for each producer. The total on line 9 in column (3) of form Cotton 254 must be equal to the total of column (C) of form Cotton 217. If circled entries appear in column (3) of form Cotton 254, circle the entry on line 4 of Part I of form Cotton 254 and enter in lieu thereof the sum of the entries in column (3) of form Cotton 254.

4. The sum of the entries for each producer in columns (3) and (21) of form Cotton 254 must be equal to the entry in column (D) of form Cotton 217 for each producer. The sum of the totals on line 9 of columns

(3) and (21) of form Cotton 254 must be equal to the total of column (D) of form Cotton 217. The total on line 9 of column (21) of form Cotton 254 must be equal to the entry on line 3, or line 9, whichever is the greater, of Part I of form Cotton 254. The entry on line 3 or line 9, whichever is the greater, plus the uncircled entry on line 4 of Part I of form Cotton 254, must equal the entry on line 10 of Part I of form Cotton 254. The entry on line 10 of Part I of form Cotton 254 must also be equal to the sum of the totals on line 9 in columns (3) and (21) of form Cotton 254.

5. The entry on line 7 of Part I of form Cotton 254 must be equal to the entry on line 9 (a) of column (20) of form Cotton 254 and must also be equal to the total of column (B) of form Cotton 217.

6. In column (22) of form Cotton 254, for each producer enter the amount by which the entry on line (a) of column (20) exceeds the entry in column (21) of said form, and enter the sum of such entries on line 9 in column (22) of said form.

(c) In verifying the entries in Part VII of form Cotton 254 with the comparable entries in form Cotton 217, the following procedure is applicable:

1. The sum of the entries for each producer on lines (a) and (b) of the columns headed "Amount" in columns (24) through (30) of form Cotton 254 shall be entered on lines (a) and (b) in column (31) of said form, and the total of such entries entered on lines 9(a) and 9(b) respectively in column (31) of said form.

2. The sum of the entries for each producer on lines (a) and (b) of columns (33) and (35) of form Cotton 254 shall be entered on lines (a) and (b) in column (36) of said form, and the totals of such entries entered on lines 9(a) and 9(b) respectively in column (36) of said form.

3. The amounts by which the entries for each producer on lines (a) and (b) of column (31) of form Cotton 254 exceed the entries on lines (a) and (b) of column (36) of said form shall be entered on lines (a) and (b) of column (37) of said form.

(d) If the entry on line (a) in column (37) of form Cotton 254 for any producer exceeds the entry on line (b) in column (20) of said form and the entry on line 9(a) in column (37) exceeds the entry on line 9(b) in column (20), the County

Committee and the Treasurer of the County Committee shall, in accordance with section 508(c) of the regulations and section 222 of these instructions, refund the amount tendered by such producer in excess of the penalty incurred.

(e) The entry on line (a) in column (37) of form Cotton 254 for each producer must equal the entry in column (G) of form Cotton 217 for each producer and the totals of such columns must agree.

(f) If the owner or operator of a farm on which the planted cotton acreage exceeds the farm cotton acreage allotment secured the payment of the total estimated penalty to be incurred by depositing funds to be held in escrow or by executing a bond of indemnity as provided in section 507 of the regulations, a record of the result of the apportionment or reapportionment of the farm marketing quota and a summary of the cotton ginned from the farm will be shown in form Cotton 254 and a record of the marketing of cotton produced on the farm and the amount of the penalty incurred will be shown on the final report of the farm operator on form Cotton 217. The information contained in form Cotton 217 shall be verified by the County Committee as follows:

1. The amount, if any, of cotton on hand at the time the report is filed, as shown in column (H), shall be verified by actual inspection of the cotton or by the examination of certificates of title thereto.

2. The total amount of cotton marketed, as shown in column (E), must, unless the contrary is satisfactorily proven, be equal to the result obtained by subtracting the verified amount of the cotton on hand, as shown in column (H), from the sum of the following: (1) the amount of cotton produced on the farm in 1938, as shown on line (a) of column (20) of form Cotton 254, and (2) the amount of cotton from any previous crop which the producers on the farm had on hand at the beginning of the marketing year, as shown in column (C). If there is no entry in column (H), the amount of the cotton marketed cannot be less than the sum of the entries in column (C) plus the amount of cotton produced in 1938 on the farm, as shown in line 9a of column (20) of form Cotton 254.

3. The total of column (F) must be equal to the amount by which the total of column (E) exceeds the total of column (D).

4. The amount of the penalty incurred with respect to the marketing of cotton from the farm shall be determined by multiplying 2 cents by the total of column (F). Enter the result so obtained in line 4 of Part II of form Cotton 254.

5. In line 5 of Part II of form Cotton 254 enter the amount by which the entry in line 4 is in excess of or less than the entry in line 3.

6. If funds were deposited to be held in escrow to secure payment of the penalty, the following entries shall be made in form Cotton 256 upon approval by the County Committee of form Cotton 217:

a. In column (5) enter the current date.

b. In column (6) enter the serial number of the form Cotton 219 issued with respect to the remittance followed by a dash (-) and the sheet number of the form Cotton 256 on which it was recorded.

c. In column (7) enter the farm account serial number as shown on form Cotton 254.

d. In column (8) enter the amount of the funds held in escrow.

e. In column (9) enter the current date.

f. In column (10) enter the reference number for the transaction which was entered in column (6).

g. Make no entry in column (11).

h. In column (12) enter the farm account serial number as shown in column (7).

i. In column (13) enter the amount of the funds held in escrow.

7. If line 4 of Part II of form Cotton 254 exceeds line 3 thereof and funds were placed in escrow to secure payment of the penalty, the owner or operator shall be requested to pay the amount shown in line 5. If the amount is not paid by the owner or operator, the County Committee shall submit a full and detailed report in triplicate to the State Office of the nature of the producer's account and the facts with respect to the refusal or failure to remit the amount of the penalty incurred. If the amount shown in line 5 is remitted to the Treasurer of the County Committee by the owner or operator, a receipt, to be issued to the owner or operator, shall be prepared on form Cotton 219 as outlined in section 212(b) of these instructions, except that the words "as security for payment of the penalty" shall be deleted instead of the words "in pay-

ment of the penalty" and following the words "marketed by" the name of the owner or operator shall be entered in the blank space provided. The information contained in form Cotton 219 shall be posted to form Cotton 256 in accordance with subsection (d) of section 221 of these instructions.

8. If the amount in line 3 of Part II of form Cotton 254 exceeds the amount in line 4 and funds were deposited to be held in escrow to secure payment of the penalty, the amount of such excess shall be entered in paragraph 2 of Part II of form Cotton 217 following the dollar sign and a member of the County Committee and the Treasurer of the County Committee shall sign their names and enter the date of the signatures in the spaces provided. The Treasurer of the County Committee shall return the amount of such excess to the owner or operator by a check drawn against the special deposit account in accordance with section 224 of these instructions and the following entries shall be made in form Cotton 256:

a. In column (14) enter the date of the check drawn by the Treasurer of the County Committee payable to the owner or operator.

b. In column (15) enter the serial number of such check.

c. In column (16) enter the farm account serial number as shown on form Cotton 254.

d. Make no entry in column (17).

e. In column (18) enter the name of the owner or operator to whose order the check is drawn payable.

f. In column (19) enter the amount of the check drawn payable to the order of the owner or operator.

9. A receipt on form cotton 258 shall be obtained by the Treasurer of the County Committee, in the manner outlined in subsection (c) of section 222 of these instructions, for the refund to any producer of the excess funds deposited to be held in escrow to secure the payment of the penalty which was found not to have been incurred.

10. If a bond of indemnity on form Cotton 215 was executed to secure the payment of the penalty, the owner or operator whose name appears in form Cotton 215 as principal shall be notified of the amount of the penalty entered in line 4 of Part II of form Cotton 254 and advised that such amount is immediately due and payable. If the amount of the penalty incurred is not paid the County Committee shall submit a full and detailed report in triplicate to the State Office of the nature of the producer's account and the facts with respect to the refusal or failure to remit the amount of the penalty incurred. If the amount shown in line 4 is remitted to the Treasurer of the County Committee, a receipt, to be issued to the owner or operator, shall be prepared on form Cotton 219 as outlined in section 212(b) of these instructions, except that the words "as security for payment of the penalty" shall be deleted instead of the words "in payment of the penalty" and following the words "marketing by" the name of the operator or producer shall be entered in the blank space provided. The information contained in form Cotton 219 shall be posted to form Cotton 256 in accordance with subsection (d) of section 221 of these instructions.

(g) If a white marketing card is issued pursuant to section 212(h) or section 213 of these instructions with respect to a farm on which the planted cotton acreage exceeds the farm cotton acreage allotment, the form Cotton 217 submitted by the operator of such farm shall be compared with the information shown on form Cotton 254, and the information contained in form Cotton 217 shall be verified in accordance with the foregoing provisions of this section. If it is found that any producer on such farm has incurred a penalty with respect to the marketing of cotton he shall be notified of the amount of such penalty and advised that such penalty is immediately due and payable. If the amount of the penalty is not paid, the County Committee should submit a full and detailed report in triplicate to the State Office of the nature of the account and the facts with respect to the failure or refusal to remit the amount of the penalty incurred. If the amount of the penalty incurred, or a portion thereof, is remitted a receipt to be issued to the producer remitting the penalty shall be prepared on form Cotton 219 as outlined in section 212(b) of these instructions, except that the words "as security for payment of the penalty" shall be deleted instead of the words "in payment of the penalty" and following the words "marketing by" the name of the operator or producer should be entered in the blank space provided. The information contained in form Cotton 219 shall be posted to form Cotton 256 in accordance with subsection (d) of section 221 of these instructions.

(h) Each form Cotton 217 submitted to the County Office shall be examined by the County Committee and the Treasurer of the County Committee

in accordance with the foregoing provisions of this section, and if found to be correct shall be signed as indicated in Part II of form Cotton 217 by a member of the County Committee and the Treasurer of the County Committee. Forms Cotton 217 which have been approved shall be filed in the folder for the farm.

Sec. 224. Cotton Special Deposit Trust Account and Miscellaneous Expenses. - (a) A cotton special deposit trust account shall be opened by the Treasurer of the County Committee as provided in section 510 of the regulations as soon as arrangements in connection therewith have been completed by the County Committee. Any funds received by the Treasurer of the County Committee in payment of or to secure the payment of penalties shall be deposited promptly in the special deposit account. All funds deposited in such account shall be evidenced in accordance with the customary procedure of the depository bank in the case of such a special deposit account the funds in which do not become a part of the assets of the bank and are not to be commingled with such assets, and such evidence and all statements of account and canceled checks which were drawn against such account shall be kept as permanent records by the Treasurer of the County Committee. Any funds deposited in the special deposit account shall be withdrawn or disbursed only by consecutively numbered checks drawn by the Treasurer of the County Committee to carry out the provisions of the regulations and these instructions, and on the stubs or counterfoils of his check book he shall keep a record of the issuance of each check.

(b) The Treasurer of the County Committee shall not less than once each month reconcile the special deposit account with the records of receipts and disbursements contained in form Cotton 256.

(c) All charges by the depository bank for the service of the account shall be paid from the administrative expense funds provided, in the approved budget of the County Committee in accordance with existing procedure.

(d) A record of each form Cotton 211-A-t, form Cotton 213b, and form Cotton 221b shall be kept for the purpose of accounting for the amount of postage required to be paid in connection therewith by the Treasurer of the County Committee. Arrangements should be made with the local postmaster whereby payment of postage in connection with such forms may be made at the end of each calendar month or at other convenient intervals. The expenses in connection with postage for such forms shall be paid out of the administrative expense funds approved in the budget of the County Committee in accordance with existing procedure.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

INSTRUCTIONS PERTAINING TO COTTON MARKETING QUOTAS FOR THE
1938-1939 Marketing Year

SOUTHERN REGION

PART II. COUNTY OFFICE RECORDS AND REPORTS

Section 201. General Instructions. (a) Part II of these instructions relates to specific provisions of Cotton 207, "Regulations Pertaining to Cotton Marketing Quotas for the 1938-1939 Marketing Year" (hereinafter referred to as "the regulations"), and outline the nature, use, and accounting for of certain forms, records, reports, accounts, and files of the County Committee in connection therewith. The instructions are concerned primarily with the duties of the County Committee and the Treasurer of the County Committee. The records, reports, accounts, and files prescribed by the regulations and these instructions shall at all times be subject to periodic as well as special examination and audit by authorized representatives of the Secretary of Agriculture or the Agricultural Adjustment Administration.

(b) 1. The farm serial number or serial number of the farm referred to in the regulations and these instructions shall be the serial number assigned to the farm for the purposes of the 1938 Agricultural Conservation Program.

2. The County Committee shall ascertain the name and address of each gin situated within the county and shall assign to such gins consecutive serial numbers beginning with number 1, for the purpose of identifying and filing forms Cotton 216. Forms Cotton 216 submitted to the treasurer from any other county shall be identified and filed by the name of the county in which the gin is situated and the serial number assigned to the gin by the County Committee for such county.

3. All forms printed with serial numbers will be consigned to the County Committee by the State Office of the Agricultural Adjustment Administration (hereinafter referred to as the "State Office") and each shipment thereof will be accompanied by the original and one copy of a letter of transmittal on form Cotton 252. The Treasurer of the County Committee shall verify the correctness of each shipment by comparing the serial numbers of the particular form received with those shown on form Cotton 252 and any discrepancies shall be noted on the original and copy of form Cotton 252. The original of form Cotton 252 shall be signed by the Treasurer of the County Committee as a

receipt for such forms and returned to the State Office. It shall be the duty of the Treasurer of the County Committee to account for the disposition of all serially numbered forms by recording the issuance thereof on the records maintained in the office of the County Committee (hereinafter referred to as the "County Office"), or by receipts on form Cotton 252 for unused forms returned to the State Office or forwarded to other County Offices, at the direction of the State Administrative Officer.

(c) The following is a list of the various forms and a brief statement of the purpose of each:

Form Cotton 209, entitled "Notice of Farm Cotton Acreage Allotment, Yield, and Marketing Quota", will be used to notify producers, on each farm in the county for which a cotton acreage allotment was established, of the farm cotton acreage allotment and the normal yield per acre of lint cotton therefor which were approved by the State Committee and of the amount of the farm marketing quota expressed in terms of the normal production of the farm acreage allotment. It will be addressed to the operator of the farm and will constitute a notice to all producers on the farm. It will be prepared in duplicate and signed for the County Committee by a member thereof. The original must be mailed to the operator on the date of the committeeman's signature and a copy bearing the same date will be filed in the folder for the farm. Form Cotton 209 may be prepared from data shown on form Cotton 210. [Sec. 203; 208]

Form Cotton 210, entitled "Farm Cotton Acreage Allotments, Yields, and Marketing Quotas", will be prepared in triplicate to publish farm cotton acreage allotments, normal yields per acre of lint cotton, and farm marketing quotas. The acreage allotments and yields to be shown in form Cotton 210 will be taken from Forms ACP-58 and 58-A which have been approved by the State Committee. The original shall be posted in a conspicuous place in the county (or each local administrative area therein) for a period of not less than 30 calendar days. One copy shall be placed in a binder and kept available for public inspection in the County Office, and one copy shall be furnished to the County Agricultural Extension Agent (hereinafter referred to as the "County Agent") to be kept available for public inspection in his office. [Sec. 202]

Form Cotton 211, the white marketing card, entitled "Cotton Marketing Card for 1938-1939 Marketing Year", is to be used by the producer to whom issued to identify cot-

ton at the time it is marketed as being (1) cotton the marketing of which is not subject to penalty, or (2) cotton with respect to the marketing of which the payment of the penalty has been secured, or (3) cotton with respect to the marketing of which the penalty will not be paid until it is determined that the total production in 1938 of lint cotton on the farm exceeds 1,000 pounds, or (4) short staple cotton from any previous crop which a producer to whom form Cotton 214 was issued has on hand. Form Cotton 211 will be issued by the County Committee and a record of such issuance kept on form Cotton 250. Sec. 401(a); 401(c); 402(a); 402(d); 408(b); 502; 507.

Form Cotton 211-A, entitled "Cotton Marketing Certificate for Farm Planting Within Acreage Allotment", will be used by a producer to whom form Cotton 211 or form Cotton 214 was issued to identify cotton marketed by any means or method other than directly to and in the presence of the buyer or transferee. Forms Cotton 211-A will be issued, upon request of the producer, by the County Committee and a record of such issuance kept on form Cotton 253. The postal card copy (form Cotton 211-A-t), when executed by the producer and buyer or transferee and returned to the County Office, will be filed in the folder for the farm. Sec. 401(d); 408(b); 602(a)2.

Form Cotton 212, the red marketing card, entitled "Cotton Marketing Card for 1938-1939 Marketing Year", is to be used by a producer on a farm on which the acreage planted to cotton is in excess of the acreage allotment as evidence of the amount of cotton which he may market without payment of the penalty. Form Cotton 212 will be printed as a part of the book of forms Cotton 213. It will be issued by the County Committee and a record of such issuance kept on form Cotton 253. Sec. 402(a); 402(b); 402(c); 403(b); 403(c); 405; 406; 408(c); 602(a)3; 602(a)4; 602(a)5; 603; 604.

Form Cotton 212-A, entitled "Agreement and Request of Producers on the Farm That a Red Marketing Card (Form Cotton 212) for the Farm Be Issued to the Operator", will be used in cases where all the producers on a farm on which the acreage planted is in excess of the acreage allotment request the County Committee to issue a form Cotton 212 to the operator of the farm rather than to each producer. The original of form Cotton 212-A will be filed in the folder for the farm. The operator and other producers, if they so desire, may for their own use prepare additional copies of form Cotton 212-A. Sec. 402(b).

Form Cotton 213, entitled "Cotton Marketing Record and Penalty Receipt", will be used in connection with form Cotton 212 as a record of the number of pounds of cotton marketed and the amount of the penalty, if any, and will serve as a receipt issued by the buyer or transferee to the producer for the penalty, if any, collected or deducted. It will be printed in sets of 3 with inserted carbons and bound in books containing either 5 or 25 sets. Form Cotton 212 will be printed as one cover of each book. Forms Cotton 213 will be issued by the County Committee and a record of such issuance kept on form Cotton 253, together with the record of the related form Cotton 212. The postal card copy (Form Cotton 213b), when executed by the producer and the buyer or transferee and returned to the County Office, shall be posted to form Cotton 254 and filed in the folder for the farm. [Sec. 408(c); 602(a)3; 602(a)4; 602(a)5; 603; 604.]

Form Cotton 214, entitled "Sea Island or American-Egyptian Cotton Marketing Certificate", will be issued by the County Committee to producers on farms on which cotton from a pure strain of Sea Island or American-Egyptian cotton is produced in 1938 provided such farms are located in a district where such cotton is commonly grown. A record of the issuance of forms Cotton 214 will be kept on form Cotton 250. [Sec. 404(a); 408(d); 503(b).]

Form Cotton 215, entitled "Bond of Indemnity", will be executed by the operator or owner of a farm on which cotton has been planted in excess of the farm cotton acreage allotment who desires to secure in this manner the payment of any penalty which may be incurred. Form Cotton 215 will be prepared in quadruplicate. When approved by the County Committee, the original will be recorded on form Cotton 254 and filed in the folder for the farm, one copy retained by the producer, and one copy retained by each of the two sureties. [Sec. 402(d); 507.]

Form Cotton 216, entitled "Ginner's Record and Report", will be prepared in duplicate and submitted to the Treasurer of the County Committee by ginnermen as periodic records and reports of cotton ginned. The original of form Cotton 216 will be posted to forms Cotton 251 and 254 and will be filed in the folder for the gin. A copy of each form Cotton 216 executed by the ginner will be retained by him. [Sec. 601.]

Form Cotton 217, entitled "Farm Operator's Report", will be prepared in duplicate by the operator of each farm on which cotton has been planted in excess

of the farm cotton acreage allotment and will constitute the report of the amount of cotton produced by or for each producer on the farm, the apportionment or reapportionment of the producer marketing quotas, and the amount of penalty incurred and paid by each such producer. The original will be filed in the folder for the farm and the copy retained by the farm operator. Sec. 507(d); 603(b).

Form Cotton 218, entitled "Farms Overplanting Cotton Acreage Allotments", will be prepared in duplicate by the County Committee with respect to the farms planted in excess of the farm cotton acreage allotments. The original will be forwarded to the State Committee and the copy placed in a binder and retained in the County office. Sec. 302.

Form Cotton 219, entitled "Receipt for Penalty Remitted or Money Deposited to Secure Payment of Penalty", will be issued by the Treasurer of the County Committee as a receipt for funds deposited with him to secure the payment of the penalty and as a receipt for funds tendered as payment of the penalty. Form Cotton 219 will be prepared in duplicate, the original delivered to the person making the remittance, and the copy filed in the folder for such receipts. The applicable information contained in form Cotton 219 will be posted to forms Cotton 254 and 256. Sec. 506(a); 506(b); 507(b).

Form Cotton 219-A, entitled "Receipt for Penalty Remitted by Producer Prior to the Marketing of Cotton", will be issued by the Treasurer of the County Committee as a receipt for funds tendered as payment of the penalty by a producer prior to the marketing of cotton. Form Cotton 219-A will be prepared in triplicate and the original and one copy will be delivered to the remitter. One copy will be posted to form Cotton 256 and held in a pending file until receipt of the copy of the form Cotton 213 to which it relates. The copy of form Cotton 219-A and the related form Cotton 213 shall be posted to form Cotton 254, and the copy of form Cotton 219-A filed in the folder for such forms. Sec. 505(b); 506(a); 602(a)5; 603(a)6.

Form Cotton 220, entitled "Buyer's Special Report", will be submitted by buyers who are requested to do so by the County Committee conformably to the regulations. The report shall be prepared in triplicate, and the original and one copy forwarded to the County Committee and a copy thereof retained by the buyer. Sec. 602(b).

Form Cotton 221, entitled "Certificate that Cotton is Cotton the Staple of Which is 1-1/2 Inches or More in Length", will be issued

upon the request of any producer to whom was issued a red marketing card (form Cotton 212), for the purpose of identifying cotton the staple of which is 1-1/2 inches or more in length. The copy on the postal card (form Cotton 221b) when executed and returned to the County Office will be posted to Cotton 254 and filed in the folder for the farm. [Sec. 408(f); 503(c); 602(a)2.]

Form Cotton 222, entitled "Report of Share of Each Producer in Cotton Marketed", will be executed, by a producer to whom form Cotton 212 was issued, at the time of marketing any cotton in which one or more other producers have an interest. The original of form Cotton 222 will be forwarded to the Treasurer of the County Committee, who will place it in a pending file until the form Cotton 213 to which it relates is received, at which time form Cotton 213 and form Cotton 222 will be used in posting to form Cotton 254 the interest of each producer in the cotton covered thereby. Form Cotton 222 and the related form Cotton 213 will be filed in the folder for the farm. [Sec. 603(a)7.]

Form Cotton 250, entitled "Register of White Marketing Cards (Forms Cotton 211)", will be prepared in the County Office to account for the disposition of forms Cotton 211 and forms Cotton 214 received from the State Office, and will also be used as a receipt executed by the producer acknowledging the receipt by him of the particular form issued to him. Form Cotton 250 will be executed in duplicate, the original placed in a binder and retained in the County Office and the copy forwarded to the State Office upon the request of the State Administrative Officer. [Sec. 401(a); 401(c); 402(d); 402(e); 403(a); 404(a); 406.]

Form Cotton 251, entitled "County Office Record of 1938 Cotton Ginned", will be kept, on the basis of information obtained from form Cotton 216, as the record of cotton ginned from all farms in the county on which the acreage of cotton planted in 1938 is within the respective farm acreage allotments therefor and will be used to determine the total amount of cotton ginned by each such farm. Form Cotton 251 will be prepared in the original only and will be placed in a binder and retained in the County Office.

Form Cotton 252, entitled "Letter of Transmittal and Receipt", will be used by the State Office in transmitting all serially numbered forms to the County Offices, and will also be used by the County Office in forwarding unused copies of such forms to the State Office, or, at the direction of the State Administrative Officer, to other County Offices. Form Cotton 252 will be prepared in triplicate, the original and one copy forwarded to the office to which the forms are

transmitted and one copy thereof retained in the files of the office sending such forms. The original of form Cotton 252 will be signed by the recipient and returned to the sender as a receipt.

Form Cotton 253, entitled "Register of Red Marketing Cards (Forms Cotton 212)", will be prepared in the County Office to account for the disposition of forms Cotton 212 and the related forms Cotton 213 and the disposition of forms Cotton 211-A and will be used to obtain thereon the receipt of the producer for the particular form issued to him. Form Cotton 253 will be prepared in duplicate, the original placed in a binder and retained in the County Office and the copy forwarded to the State Office upon the request of the State Administrative Officer. /Sec. 401(d); 402(a); 402(b); 402(c); 403(b); 403(c); 405; 406.7

Form Cotton 254, entitled "County Office Farm Record of Cotton Marketing Quotas and Penalties", will be kept in the County Office as a farm account for each farm on which the cotton acreage planted is in excess of its acreage allotment in 1938. The form will serve as a record of the apportionment and reapportionment of producer marketing quotas in accordance with section 205 of the regulations and as a record of the amounts of cotton ginned and marketed, as shown by forms Cotton 216 and 213, respectively, and the amounts of the penalties remitted and refunds of amounts tendered as penalties. Form Cotton 254 will be prepared in the original only and will be placed in a binder and retained in the County Office.

Form Cotton 254A, entitled "Adjustments in Producer Marketing Quotas - Computation Sheet", will be used in connection with form Cotton 254 as a computation sheet for apportioning or reapportioning producer marketing quotas in accordance with paragraph 2 or 4 of section 205 of the regulations. Form Cotton 254A will be prepared in the original only and will be placed in a binder and retained in the County Office.

Form Cotton 255, entitled "Computation of Producers' Shares in Planted Acres and Normal Production", will be used in the County Office to determine the share of each producer in the acreage planted to cotton in 1938 on a farm on which the acreage of cotton planted is in excess of the acreage allotment therefor and the share of each producer in the normal production of the planted acres. This information will constitute the basis for the original apportionment of the farm marketing quota among producers in accordance with paragraph 1 of section 205 of the regulations. Form Cotton 255 will be prepared in the original only and will be placed in a binder and retained in the County Office.

Form Cotton 256, entitled "Record of Cash Receipts and Disbursements--Cotton Special Deposit Trust Account", will be used by the Treasurer of the County Committee as a record of all funds received through the collection of penalties and the deposit of funds to secure the payment of penalties and of the disbursement of such funds as refunds to producers or as remittances of penalties to the Secretary of Agriculture, Form Cotton 256 will be prepared in the original only and will be placed in a binder and retained in the County Office.

Form Cotton 257, entitled "Statement of Funds Tendered in Excess of Penalty Incurred", will be used in computing the amount of money which may be refunded to a producer in accordance with the provisions of section 508 of the regulations, and will constitute the permanent record of the determination of the County Committee and the Treasurer of the County Committee under said section. Form Cotton 257 will be prepared in the original only and placed in a binder and retained in the County Office.

Form Cotton 258, entitled "Receipt for Money Returned to Producer", will be used as a receipt to be executed by a producer acknowledging the return to him of any funds belonging to him which were tendered in payment of the penalty which was found not to have been incurred, or the refund to him of funds held in escrow to secure the payment of the penalty, as provided in sections 508 and 506, respectively, of the regulations. Form Cotton 258 will be prepared in duplicate, the original placed in the file established for such forms and the copy thereof retained by the producer.

(d) The following is an outline of a suggested method of filing, binding, and storing marketing quota forms and other materials in the county office:

Part I. Farm Account File

Sec. A. Farms Planting Within Acreage Allotments.

Adequate files shall be set up under this section for the filing of forms Cotton 209 and 211-A-t, canceled or returned forms Cotton 211 and 214, and any other related materials.

Sec. B. Farms Planting in Excess of Acreage Allotments.

Subsec. 1. Community "A":

One folder for each individual farm.

Subsec. 2. Community "B":

One folder for each individual farm.

Subsec. 3. Community "C":

Note: In the individual file established with respect to each farm there will be filed the copies of forms Cotton 209, 212-A, 213b, 215, 217, 221, and 222, reports of cotton on hand, correspondence, canceled or returned forms Cotton 214, 212, and 213, and other materials relating to the form.

Part II. Ginners' Records and Reports (Form Cotton 216)

Sec. A. Gins Located Within the County.

One folder for each gin, numbered consecutively beginning with 1 to correspond to the serial number assigned to the gin by the County Committee.

Sec. B. Gins Located in Other Counties.

Subsec. 1. One folder for each gin for which records must be kept, to correspond to the serial number assigned to the gin by the County Committee for the other county.

Note: Files for individual gins will be arranged consecutively by the gin serial numbers officially assigned by the respective County Committee. Correspondence and other materials relating to forms Cotton 216 will be filed in the individual gin folders.

Part III. Receipts and Disbursements of Funds

Sec. A. Funds Received.

Subsec. 1. Form Cotton 219:

One folder for each consecutive unit of 50 receipts in numerical sequence.

Subsec. 2. Form Cotton 219-A:

One folder for each consecutive unit of 50 receipts in numerical sequence.

Sec. B. Funds Disbursed.

Subsec. 1. Refunds to Producers - Form Cotton 258:

One folder for each consecutive unit of 50 receipts in numerical sequence.

Subsec. 2. Schedules of Remittances to State Office:
One folder for each monthly transmittal,
arranged in consecutive order.

Part IV. General

Sec. A. Form Cotton 252.

Subsec. 1. Receipts for Forms Received from State
Office:

1. Folder for forms Cotton 252
transmitting forms Cotton 211.
2. Folder for forms Cotton 252
transmitting forms Cotton 211-A.
3. Folder for forms Cotton 252 trans-
mitting forms cotton 212 and Cotton
213.
4. Folder for forms Cotton 252 trans-
mitting forms Cotton 219.

Etc.

Subsec. 2. Receipt for Forms Returned to State
Office or Sent to Other County
Offices:

1. Folder for forms Cotton 252 transmitting
forms Cotton 211.
2. Folder for forms Cotton 252 transmitting
forms Cotton 211-A.
3. Folder for forms Cotton 252 transmitting
forms Cotton 212 and Cotton 213.
4. Folder for forms Cotton 252 transmitting
forms Cotton 219.

Etc.

Sec. B. Forms Cotton 220.

One folder for special reports of each
individual buyer, labeled with his name.

Part V. Bound Registers, Listing Sheets, and Accounts

Binder #1 - Forms Cotton 250:

- (a) Register of White Marketing Cards
(Forms Cotton 211).
- (b) Register of Sea Island or
American-Egyptian Marketing
Certificates.

Binder #2 - Forms Cotton 251.

Binder #3 - Forms Cotton 253:

- (a) Register of Red Marketing Cards
(Forms Cotton 212).
- (b) Register of Forms Cotton 211-A.

Binder #4 - Forms Cotton 254.

Binder #5 - Forms Cotton 254-A.

Binder #6 - Forms Cotton 255.

Binder #7 - Forms Cotton 257.

Binder #8 - Forms Cotton 218.

Binder #9 - Forms Cotton 210.

Binder #10- Forms Cotton 256.

Part VI. Stock of Blank Forms

Sec. A. Serially Numbered Forms.

- (1) Cotton 211.
- (2) Cotton 211-A.
- (3) Cotton 212 and 213.
- (4) Cotton 214.
- (5) Cotton 219.
- (6) Cotton 219-A.
- (7) Cotton 258.

Sec. B. Forms Not Serially Numbered.

- | | |
|------------------|--------------------|
| (1) Cotton 209. | (10) Cotton 222. |
| (2) Cotton 210. | (11) Cotton 250. |
| (3) Cotton 212-A | (12) Cotton 251. |
| (4) Cotton 215. | (13) Cotton 252. |
| (5) Cotton 216. | (14) Cotton 253. |
| (6) Cotton 217. | (15) Cotton 254. |
| (7) Cotton 218. | (16) Cotton 254-A. |
| (8) Cotton 220. | (17) Cotton 255. |
| (9) Cotton 221. | (18) Cotton 256. |
| | (19) Cotton 257. |

Part VII. The Following is a List of Rubber Stamps to
be supplied County Offices for Use in Con-
nection with the Regulations:

<u>Stamp</u>	<u>Reference</u>
1. "Penalty-Secured"	Sec. 402(d)
2. "Canceled-Sec. 402(d)"	Sec. 402(d)
3. "Canceled-Sec. 402(e)"	Sec. 402(e)
4. "One Thousand Pounds"	Sec. 402(e)
5. "Reissue"	Sec. 405(b)
6. "Duplicate"	Sec. 406(b)
7. Full mail address of the Treasurer of the County Committee	(To be used in in- dicating the return address on each <u>postal</u> <u>card copy</u> of forms Cotton 211-A, 213 and 221.)

Sec. 202. Publication of Farm Acreage Allotments, Normal Yields,
and Marketing Quotas. - As soon as cotton acreage allotments and normal
yields established for farms in a county have been approved by the State
Committee, the County Committee shall cause form Cotton 210 to be executed
in triplicate. One copy shall be permanently kept freely available for
public inspection in the County Office; one copy shall be posted for not
less than 30 calendar days in a conspicuous place in the county; and one

copy shall be furnished to the County Agent for the county, who shall keep the list permanently available for public inspection in his office. If the county is divided into two or more local administrative areas for the purpose of the cotton marketing quota provisions of the Act, the farms in the county shall be grouped with regard to the administrative areas in which they are situated and listed on form Cotton 210 by such groups in order that forms Cotton 210 listing the information with respect to farms in an administrative area may be posted for not less than 30 calendar days in a conspicuous place in such area. The copy to be kept in the County Office shall be placed in a binder and kept by the County Committee as a permanent record.

The following information shall be entered on form Cotton 210:

1. In the spaces indicated enter the State and county code number, the name of the county, and the name of the State.

2. The information and data for each farm in the county for which a cotton acreage allotment is established shall be entered in the numerical order of the farm serial numbers within the county (or local administrative area, as the case may be), and the entries for each farm shall be made on a separate line.

3. In column A enter the serial number of the farm.

4. In column B enter the name of either the operator or the owner of the farm.

5. In column C enter either the legal description or a description of the location of the farm or else the name by which it is commonly known.

6. In column D enter the acreage allotment established for the farm as shown on Forms ACP-58 and ACP-58A.

7. In column E enter the normal yield per acre of lint cotton established for the farm as shown on Forms ACP-58 and ACP-58A.

8. In column F enter the normal production of the farm acreage allotment obtained by multiplying the amount of the normal yield per acre entered in column E by the number of acres entered in column D. [Sec. 202.]

Sec. 203. Notice of Farm Acreage Allotments, Normal Yields, and Marketing Quotas. - As soon as cotton acreage allotments and normal yields established for farms in the county have been approved by the State Committee, the County Committee shall cause forms Cotton 209 to be executed in duplicate and distributed as follows:

1. In the spaces indicated enter the State and county code number and farm serial number, the name and address of the farm operator, and either the legal description or a description of the location of the farm or else the name by which it is commonly known.

2. In item 1 enter the cotton acreage allotment established for the farm as shown in column D of form Cotton 210.

3. In item 2 enter the normal yield per acre of lint cotton established for the farm as shown in column E of form Cotton 210.

4. In item 3 enter the normal production of the farm acreage allotment as shown in column F of form Cotton 210.

5. After the County Committee has approved the notice, one member of the committee shall sign it and enter the date of his signature in the spaces indicated.

6. Mail the original to the operator of the farm. It must be deposited in the United States mails in an envelope addressed to the farm operator on the day, as indicated by the date following the signature of the committeeman, on which it was signed.

7. Retain the copy in the folder for the farm.

8. A copy of the executed form Cotton 209, duly certified as true and correct by a member of the County Committee or the Secretary or Treasurer of the County Committee, shall, upon request, be furnished without charge to any person who as operator, landlord, tenant, or sharecropper is interested in the cotton produced in 1938 on the farm. [Sec. 203.]

Sec. 204. Measurement of Farms. - (a) For the purpose of the cotton marketing quota provisions, each farm for which a cotton acreage allotment was established and on which cotton was planted in 1938 shall be measured in accordance with the established procedure of the Agricultural Adjustment Administration and a record

of such measurements shall be kept among the records of the County Office. [Sec. 301.]

(b) the County Committee shall execute in duplicate and file promptly with the State Committee a written report on form Cotton 218 with respect to each farm in the county on which the acreage planted to cotton in 1938 is in excess of the acreage allotment established therefor. [Sec. 302.] The following information shall be entered on form Cotton 218:

1. In the spaces indicated enter the State and county code number, the sheet number, the total number of sheets in the report, the name of the county, and the name of the State.
2. Enter the information and data for each farm on a separate line.
3. In column A enter the serial number of the farm.
4. In column B enter the name of the operator of the farm.
5. In column C enter the name of all other cotton producers on the farm. The name of each such producer shall be entered on a separate line, and the names of all the cotton producers on the farm shall be entered on consecutive lines.
6. In column D enter the number of acres in cultivation in 1938 on the farm.
7. In column E enter the acreage allotment established for the farm as shown on form Cotton 210.
8. In column F enter the acreage planted to cotton in 1938 on the farm.
9. The report shall be examined by the County Committee and, if found to be correct, dated and signed by a member of the committee on its behalf. The original shall be mailed to the State Committee and the copy placed in a binder and kept as a permanent record in the County Office.

Sec. 205. Issuing Form Cotton 211. - (a) In issuing white marketing cards pursuant to section 401(a) of the regulations the Treasurer of the County Committee shall first prepare form Cotton 250 in duplicate as follows:

1. Data with respect to the issuance of each marketing card shall be tabulated on a separate line.

2. In column A enter in numerical order the farm serial numbers of all farms in the county on which the acreage planted to cotton in 1938 does not exceed the respective farm acreage allotments established therefor.

3. In column B enter in numerical order the serial numbers of the forms Cotton 211 issued, beginning with the first serial number of the forms Cotton 211 consigned to the county.

4. In column C enter the name of the operator of the farm identified by the farm serial number in column A.

5. The form Cotton 211 bearing the serial number entered in column B shall be issued to the operator whose name appears on the same line in column C.

After form Cotton 250 has been prepared as indicated above, forms Cotton 211 shall be prepared as follows:

1. In the space indicated, insert the State and county code number followed by the farm serial number appearing in column A of form Cotton 250.

2. In the space indicated enter the name and full mail address of the operator of the farm.

(b) The County Committee shall examine each form Cotton 211 and form Cotton 250 and, if it finds that forms Cotton 211 so prepared may be properly issued to the operators whose names appear thereon, a member of the County Committee on behalf of the committee shall sign the forms Cotton 211 and enter the date of his signature. The County Committee shall then issue each marketing card to the operator whose name appears thereon, who shall receipt for the marketing card by signing his name on the applicable line in column E of form Cotton 250 and entering the date of his signature in column D thereof.

(c) After forms Cotton 211 have been issued to the operators of farms planting within acreage allotments, the County Committee shall, in accordance with the procedure outlined in subsections (a) and (b) of this section, issue a white marketing card (form Cotton 211) to all other producers on such farms unless the County Committee finds that the issuance of a white marketing card to any one of such producers will not serve a useful purpose.

Each operator or producer receiving a form Cotton 211 shall promptly upon its receipt sign his name (in the style shown therein

or else in his usual style in business transactions) in the space provided and enter the date of such signature opposite it.

(d) As provided in section 401(b) of the regulations, a form Cotton 211 shall not be issued to any producer who is engaged in the production of cotton on any farm in the county on which the acreage planted to cotton in 1938 exceeds the farm acreage allotment established therefor.

Sec. 206. Issuing Form Cotton 211A. - Forms Cotton 211A shall, upon request of the producer, be issued by the County Committee pursuant to section 401(d) of the regulations to any producer to whom form Cotton 211 was issued who desires to market cotton by telephone, telegraph, letter, or by any means or method other than directly to and in the presence of the buyer or transferee.

A record of the issuance of form Cotton 211A shall be kept on form Cotton 253 as follows:

1. The title shall be changed to read "Register of Forms Cotton 211A".
2. In column A enter the serial number of the farm.
3. Make no entry in column B.
4. Change the heading of columns C and D to read "Serial Numbers of Cotton 211A", and in columns C and D enter the first and last serial numbers, respectively, in the book of forms Cotton 211A issued to the producer.
5. In column E enter the name of the operator or producer.
6. In the space indicated on each form Cotton 211A in the book the Treasurer of the County Committee shall enter in indelible pencil, unless otherwise indicated below (1) the State and county code number and the serial number of the farm with respect to which forms Cotton 211A are issued; (2) the marketing card serial number of the form Cotton 211 issued to the producer; (3) the name of the county; (4) the name of the State; (5) the name and full mail address of the operator or producer to whom forms Cotton 211A are issued; and (6) on the address side of each form Cotton 211-A-t, stamp the full mail address of the Treasurer of the County Committee after the words "Treasurer of the County Agricultural Conservation Committee".
7. The County Committee shall examine form Cotton 253 and each form Cotton 211A and, if found to be correct,

its approval thereof shall be indicated by a member thereof signing his name on each form Cotton 211A in the space indicated and entering the date on which it was issued (being the date of such approval).

8. The producer shall receipt for forms Cotton 211A by signing his name in column G of form Cotton 253 and by entering the date of his signature in column F.

Sec. 207. Issuing Marketing Certificates for Sea Island or American-Egyptian Cotton.- (a) Sea Island or American-Egyptian Cotton Marketing Certificates (form Cotton 214) shall be issued by the County Committee in accordance with the provisions of section 404(a) of the regulations and as indicated in the form Cotton 214. The issuance of forms Cotton 214 shall be recorded on form Cotton 250 in the same manner as provided in section 205 of these instructions with respect to the issuance of white marketing cards, except that the title of form Cotton 250 shall be changed to read "Register of Sea Island or American-Egyptian Cotton Marketing Certificates".

(b) If a producer to whom form Cotton 214 is issued has on hand cotton from any previous crop the staple of which is less than 1-1/2 inches in length, the County Committee shall, pursuant to section 401(c) of the regulations, issue to such producer a form Cotton 211 in accordance with the procedure outlined in section 205 of these instructions, except that - -

1. the words "Carry-over" shall be stamped across its face, and

2. a reference to "Section 401(c)" shall be entered in column F of the form Cotton 250 on which it is listed.

Sec. 208. Record of Cotton Ginned for Farms Planting Within Acreage Allotment.- Cotton ginned from each farm planting within the farm acreage allotment shall be recorded on form Cotton 251 on the basis of information shown on form Cotton 216. Form Cotton 251 shall be executed, in the original only, as follows:

1. In the spaces indicated enter the State and county code number and the consecutive sheet number of form Cotton 251, starting with number 1.

2. At least one line shall be used to tabulate data with respect to each farm.

3. In column (1) enter in numerical sequence the farm serial numbers for farms in the county planting within farm acreage allotments.

4. In column (2) enter the name of the operator of the farm identified by the farm serial number in column (1).

5. In the column headed "Serial No. Cotton 216" enter the serial number of the gin followed by the report number of form Cotton 216. If the report is for a gin situated in another county, the number of the gin and report number of form Cotton 216 shall be preceded by the code number of the State and county in which the gin is situated.

6. In the column headed "Net Pounds" enter the total number of net pounds of lint cotton covered by the report which were ginned from the farm identified by the serial number in column (1). Whenever a report on form Cotton 216 shows two or more amounts ginned for producers on a single farm the sum total of such amounts shall be recorded as one entry on form Cotton 251.

Sec. 209. Establishing Farm Accounts for Farms Planting in Excess of Acreage Allotments.- (a) An account on form Cotton 254 shall be set up for each farm in the county on which the acreage planted to cotton is in excess of the farm acreage allotment. Forms Cotton 254 will be prepared in the original only and kept in a binder in the numerical sequence of the farm account serial numbers. The following information shall be entered in Part IV of form Cotton 254 at the time the account is established:

1. In line 1 enter the farm account serial number; beginning with "1" for the first account and continuing thereafter in numerical sequence. Insofar as practicable, farms planting in excess of the farm acreage allotments shall be arranged in the numerical order of the farm serial numbers for the purpose of assigning farm account serial numbers.

2. In line 2 enter the sheet number and total number of sheets required for the particular account.

3. In line 3 enter the State and county code and farm serial number.

4. In lines 4 and 5 enter the name and full mail address of the operator of the farm.

(b) A form Cotton 255 must be prepared with respect to each farm on which the acreage of cotton planted is in excess of the farm acreage allotment. The following information shall be shown on form Cotton 255.

1. In the spaces indicated enter the State and county code number and the farm serial number and the farm account serial, from Part IV of form Cotton 254.

2. In column (1) enter in alphabetical order the names of all cotton producers on the farm except that the names of the operator and landlord, respectively, shall be entered on lines immediately following the names of all other producers.

3. In the heading of column (3) enter the normal yield per acre of lint cotton which was approved by the State Committee for the farm as shown on form Cotton 209.

4. Opposite the name of each producer who works a producer unit on the farm enter --

a. in column (2) the number of acres planted to cotton in his producer unit;

b. in column (3) the result obtained by multiplying the number of acres in column (2) by the normal yield per acre of lint cotton for the farm;

c. in columns (4), (5), and (6) enter the respective fractional shares of the landlord, operator, and tenant or cropper in the planted acres shown in column (2);

d. in columns (7), (8), and (9) enter the respective acreage shares of the landlord, operator, and tenant or cropper in the acreage shown in column (2); and

e. in columns (10), (11), and (12) enter the respective shares, in pounds, of the landlord, operator, and tenant or cropper in the normal production shown in column (3)

5. The sum of the entries in column (2) must equal the total number of acres planted to cotton in 1938 on the farm. The sum of the entries in column (3) must equal the result obtained by multiplying the total number of acres planted to cotton in 1938 on the farm by the normal yield per acre of lint cotton shown in the heading of column (3). The sum of the entries in column (9) plus the total of the entries in columns (7) and (8) must equal the total acreage planted to cotton in 1938 on the farm. The sum of the entries in column (12) plus the totals of columns (10) and (11) must equal the amount shown in the total line of column (3).

6. In cases where a producer works more than one producer unit on a farm and is entitled by his lease or operating agreement to the same fractional share in the cotton crop produced on all of such units, the data with respect to all of such units shall be entered on a single line of form Cotton 255. If a producer works more than one producer unit and is entitled by his lease or operating agreement to different fractional shares in the cotton crops produced on such units, the data with respect to all of such units in which he is entitled to the same fractional share shall be entered on separate lines of form Cotton 255.

7. Forms Cotton 255 will be prepared in the original only and placed in a binder in the numerical order of the farm account serial numbers.

(c) In Part I of form Cotton 254 the following information shall be entered:

1. In line 1 enter the farm acreage allotment as shown in form Cotton 209.

2. In line 2 enter the normal yield per acre of lint cotton for the farm as shown in the heading of column (3) of form Cotton 255.

3. In line 3 enter the normal production of the farm acreage allotment as shown in the total line of column (3) of form Cotton 255. The entry in line 3 shall be equal to the result obtained by multiplying the entry in line 1 by the entry in line 2.

4. In line 4 enter the amount of cotton from any previous crop which the County Committee finds, from actual inspection of the cotton or certificates of title thereto, that the producers on the farm have on hand which is not pledged to a private or public lender or lending agency as collateral security for a Commodity Credit Corporation cotton loan.

5. In line 5 enter the sum of the entries in lines 3 and 4.

6. In line 6 enter the number of acres planted to cotton in 1938 on the farm as shown in the total line of column (2) of form Cotton 255.

(d) In Part V of form Cotton 254 the following information shall be transcribed from form Cotton 255;

1. In column (1) enter the names of the producers on the farm in the order in which they appear on form Cotton 255. If there are producers on the farm in 1938 who have cotton on hand from any previous crop but who are not interested in the cotton crop produced on the farm in 1938 or the proceeds thereof, enter the names of such producers in column (1) after the names of all producers, including the operator and landlord, having an interest in the 1938 cotton crop, or proceeds thereof, have been listed.

2. In column (3) enter the amount of cotton from any previous crop which the County Committee finds, from actual inspection of the cotton or certificates of title thereto, that each producer has on hand which is not pledged to a private or public lender or lending agency as collateral security for a Commodity Credit Corporation cotton loan. The total of column (3) shall equal the amount in line 4 of Part I of form Cotton 254.

3. In column (4) enter the fractional share, of each producer, in the acreage planted to cotton in 1938 on the farm, as shown in columns (4), (5), and (6) of form Cotton 255. If a producer is entitled by his lease or operating agreement to different fractional shares in the cotton crops produced on the producer units worked by him, enter each such fractional share in column (4).

4. In column (5) enter the share of each producer in the acres planted to cotton in 1938 on the farm as shown in columns (7), (8), and (9) of form Cotton 255. Enter the total of the entries in column (5) on the total line of column (5) on the last sheet of the farm account. The total of the entries in column (5) must be equal to the number of acres shown on the total line of column (2) of form Cotton 255.

5. In column (6) enter the share of each producer in the normal production of the acreage planted to cotton in 1938 on the farm as shown in columns (10), (11), and (12) of form Cotton 255. Enter the total of the entries in column (6) on the total line of column (6) on the last sheet of the farm account. The total of the entries in column (6) must be equal to the amount entered in the total line of column (3) of form Cotton 255.

(4) If form Cotton 212 is to be issued to the operator of a farm for all producers on the farm, as provided in section 402(b) of the regulations, form Cotton 212-A must be executed by the operator and all other producers on the farm. In order to avoid the issuance of forms Cotton 212 to all producers on a farm with respect to which form Cotton 212-A will be executed, the County Committee should

ascertain at the earliest opportunity whether or not a red marketing card will be issued to each producer on the farm or whether all producers on the farm will elect, under the provisions of section 402(b) of the regulations, to have form Cotton 212 issued only to the operator of the farm.

Sec. 210. Apportioning Producer Marketing Quotas Under Paragraph 1 of Section 205 of the Regulations. - (a) The farm marketing quota expressed in terms of the normal production of the farm acreage allotment, as shown in line 3 of Part I of form Cotton 254, shall be apportioned under paragraph 1 of section 205 of the regulations among producers on each farm planting in excess of the acreage allotment. In carrying out the provisions of said paragraph 1, the following entries shall be made in Part V of form Cotton 254:

1. In the space provided in the heading of column (7) enter the percentage figure, carried to 4 decimal places, obtained by dividing the normal production of the acreage allotment for the farm, as shown in line 3 of Part I of form Cotton 254, by the normal production of the acreage planted to cotton in 1938 on the farm, as shown in the total line of column (6).

2. In column (7) enter each producer's share in the normal production of the farm acreage allotment obtained by multiplying the entry in column (6) for such producer by the percentage figure entered in the heading of column (7). The sum of the entries in column (7) must equal the amount entered in line 3 of Part I of form Cotton 254.

(b) If one or more producers on the farm should complain in writing to the County Committee that the apportionment of the farm marketing quota among producers, as determined under subsection (a) of this section, is not fair and equitable, the County Committee may reapportion the farm marketing quota among the producers on the farm as provided in paragraph 3 of section 205 of the regulations. If such reapportionment is made, a notation to that effect shall be made on form Cotton 255 and a memorandum, signed by a member of the County Committee, setting forth the basis for the determination of the County Committee in reapportioning producer marketing quotas, shall be filed in the folder for the farm. In such case the producer marketing quotas entered in column (7) of Part V of form Cotton 254 in accordance with subsection (a) of this section shall be circled and the amount of each producer marketing quota as reapportioned by the County Committee shall be entered in column (7) above the circled figure.

Sec. 211. Issuing Red Marketing Cards (Forms Cotton 212) and Issuing Cotton Marketing Records and Penalty Receipts (Forms Cotton 213). - (a) After the farm accounts provided for in section

209 of these instructions and the apportionment of producer marketing quotas under paragraph 1 of section 205 of the regulations have been made as required in section 210 of these instructions, in case the penalty to be incurred with respect to the marketing of cotton has not been secured by a bond or funds held in escrow, the County Committee shall issue forms Cotton 212 in accordance with section 402(a) or section 402(b) of the regulations. Each form Cotton 212 issued shall be prepared as follows:

1. In the spaces indicated enter the State and county code number and the serial number for the farm.

2. In the blank space between the words "This is to certify that" and "pounds of lint cotton" enter, if form Cotton 212 is issued pursuant to section 402(a) of the regulations, the sum of the entries in columns (3) and (7) of Part V of form Cotton 254 for the producer to whom it is issued, or, if form Cotton 212 is issued to the operator of the farm pursuant to section 402(b) of the regulations, the sum of the entries in the total line of columns (3) and (7) of Part V of form Cotton 254.

3. In the spaces indicated enter the name and full mail address of the farm operator.

(b) Each set of forms Cotton 213 in the book accompanying form Cotton 212 shall be prepared at the time it is issued as follows:

1. Unless otherwise indicated all entries on form Cotton 213 which are to be made in the County Office shall be made with indelible pencil.

2. In the spaces indicated enter (1) the marketing card serial number of the form Cotton 213 which accompanies the book of forms Cotton 213; (2) the State and county code and farm serial number; (3) the name of the county; (4) the name of the State; and (5) the name and full mail address of the producer to whom issued.

3. In line 1, Part I of the first set of forms Cotton 213 in each book enter the amount of the marketing quota which is shown on the form Cotton 212 which accompanies the book of forms Cotton 213.

4. On the address side of each form Cotton 213b stamp the full mail address of the Treasurer of the County Committee beneath the words "Treasurer of County Agricultural Conservation Committee".

(c) A record of the issuance of all forms Cotton 212 and

the related forms Cotton 213 shall be kept on form Cotton 253 prepared in duplicate as follows:

1. Tabulate on a separate line the data with respect to the issuance of each form Cotton 212 and book of forms Cotton 213. Forms Cotton 212 and the data in connection with the issuance thereof shall be listed strictly in the numerical order of the printed serial numbers appearing thereon. If a form Cotton 212 and book of forms Cotton 213 are to be issued to each producer on a farm, all forms Cotton 212 to be issued to such producers shall be listed on form Cotton 253 on consecutive lines.

2. In the spaces indicated enter the State and county code number, the sheet number, the name of the county, and the name of the State.

3. In column A enter the serial number of the farm.

4. In column B enter the serial number of the form Cotton 212.

5. In columns C and D enter the first and last serial numbers, respectively, of forms Cotton 213 which are in the same book and accompany the form Cotton 212.

6. In column E enter the name of the operator or producer to whom form Cotton 212 and the related forms Cotton 213 are issued.

(d) The County Committee shall examine each form Cotton 212, 213, and 253 and, if found to be correct, a member thereof shall, on its behalf, sign form Cotton 212 in the space provided and enter the date of his signature. The operator or producer to whom form Cotton 212 and forms Cotton 213 are issued shall receipt therefor by signing his name in column G of form Cotton 253 and entering the date of his signature in column F thereof. The operator or producer to whom the marketing card is issued shall also countersign such card on the line provided therefor at the time he received it and enter the date thereof opposite.

(e) In cases where the number of transactions in which a producer markets cotton will be in excess of the number of sets of form Cotton 213 contained in the book accompanying the form Cotton 212 issued to him and an additional form Cotton 212 and forms Cotton 213 are not to be issued under section 402(e), section 405, or section 406 of the regulations, the County Com-

mittee shall, upon request of the producer, issue an additional book of forms Cotton 213 and the form Cotton 212 accompanying it, in accordance with the procedure outlined in subsections (a), (b), (c), and (d) of this section, except that:

1. The amount of the producer marketing quota or farm marketing quota, as the case may be, entered on the now form Cotton 212 shall be the same as that shown on the previous form Cotton 212. If the particular book is the second book issued to the producer the word "Second" shall be entered on the face of form Cotton 212. Similarly, the issue number of each subsequent book issued to a producer in accordance with the provisions of this subsection shall be entered on the face of form Cotton 212; as, for example, "Third" or "Fourth".

2. In line 1, Part I, of the first set of the forms Cotton 213 in the new book enter the unused portion, if any, of the marketing quota as shown in line 3 of the last form Cotton 212a contained in the book previously issued. If there is no unused marketing quota the word "None" shall be entered in line 1, Part I, of the first set of forms Cotton 213 in the new book.

3. In column H of form Cotton 253 enter the word "Second" or "Third", etc., as the case may be, and the serial number of the forms Cotton 212 previously issued to the producer.

Sec. 212. Penalties Secured by Bonds of Money Held in Escrow. - (a) Forms Cotton 211 may be issued pursuant to section 402(d) of the regulations to producers on a farm on which the acreage planted to cotton is in excess of the farm acreage allotment if the owner or operator of such farm secures the payment of the total estimated penalty to be incurred by depositing funds to be held in escrow or by executing a bond of indemnity on form Cotton 215 as provided in section 507 of the regulations. The amount of the estimated penalty shall be determined by the County Committee in strict accordance with section 507(c) of the regulations and a memorandum containing the details of such determination signed by a member of the County Committee shall be filed in the folder for the farm. A bond or funds tendered to secure payment of the penalty shall not be accepted, as provided in said section 507(e), if a producer on a farm with respect to which the penalty is sought to be secured has an interest in the cotton crop produced on more than one farm in the county on which cotton is planted in excess of the farm acreage allotment unless a bond or funds to secure payment of the penalty are offered and accepted with respect to all of such farms.

(b) If funds are tendered to be held in escrow to secure payment of the penalty, the Treasurer of the County Committee shall issued a receipt for such funds on form Cotton 219 prepared in duplicate as follows:

1. In the space provided enter the State and county code number.

2. Above the words "(Name of remitter)" and "(Full mail address)" enter the name and address, respectively, of the owner or operator who deposited the funds.

3. In the space following the words "the sum of" enter the amount of the funds deposited.

4. Draw a line through the words "in payment of the penalty".

5. Make no entry in the space following the words "the marketing by".

6. In the space following the words "identified by serial number" enter the farm serial number.

7. If the funds received are in the form of cash, enter the word "Cash" in the column headed "Drawer".

If the funds are in the form of checks, drafts, or money orders, describe each check, draft, or money order by entering in the columns headed "Date", "Drawer", "Drawee", and "Amount" the date, name of drawer, name of drawee, and amount, respectively, of the check, draft, or money order.

If cash and checks, drafts, or money orders are received, enter the word "Cash" in the first line of the column headed "Drawer" and describe the checks, drafts, or money orders in the remaining lines of the columns indicated.

After the word "Total" enter the sum of the cash, checks, drafts, and money orders.

8. After the dollar mark above the word "Amount" enter the total amount of the funds received.

9. The Treasurer of the County Committee shall sign the original and copy and enter the date of his signature. The original shall be delivered or forwarded to the remitter and the copy retained by the Treasurer of the County Committee in the folder for such forms.

10. The funds received shall be deposited immediately in the special deposit account in accordance with the procedure outlined in section 224 of these instructions.

(c) If a bond on form Cotton 215 is executed by the owner or operator and two sureties, the County Committee shall verify the sufficiency and form of the bond and indicate its approval as follows:

1. In the spaces provided enter the State and county code and farm serial number and the bond serial number. The bond serial number shall be number "1" for the first bond approved and continue thereafter in numerical sequence for bonds subsequently approved.

2. Determine that -

a. the name of the owner or operator of the farm appears thereon as principal;

b. the names of the county and State have been entered;

c. the names of the two sureties have been entered;

d. the amount of the principal sum entered is not less than the estimated amount of the penalty to be incurred;

e. the date and place of execution are properly shown;

f. the amount of cotton estimated to be produced in excess of the farm marketing quota, determined as provided in section 507(c) of the regulations, has been entered;

g. the signatures and addresses of the principal and two sureties appear thereon and agree with the names entered above in the body of the bond;

h. the signatures of the principal and two sureties were witnessed by two disinterested persons who entered their signatures and addresses in the spaces provided; and

i. the "Justification of Sureties" has been completed and executed and acknowledged before a proper officer.

3. If the County Committee finds that the bond has been properly executed and that, to the best of their knowledge and belief, the sureties are good and sufficient, the "Certificate of County Committee" shall be executed by a member of the committee.

4. The original shall be delivered to the Treasurer of the County Committee, one copy retained by the principal, and one copy retained by each of the sureties.

(d) The Treasurer of the County Committee shall record the receipt of the funds or the approval of the bond in Part II of form Cotton 254 as follows:

1. In line 1 enter the serial number assigned to the bond. Make no entry in line 1 if funds were deposited to be held in escrow.

2. In line 2 enter the printed serial number of the form Cotton 219. Make no entry in line 2 if a bond of indemnity (form Cotton 215) was executed.

3. In line 3 enter the amount of the funds held in escrow as shown by the form Cotton 219 or the principal sum of the bond.

(e) The Treasurer of the County Committee shall record the receipt of the funds to be held in escrow in Part II of form Cotton 256 as follows:

1. In column (1) enter the date on which the funds were received as indicated by the date of the form Cotton 219;

2. In column (2) enter the printed serial number of the form Cotton 219.

3. In column (3) enter the farm account serial number of the farm as shown on the form Cotton 254.

4. In column (4) enter the amount of the funds received as shown on the form Cotton 219.

5. If the checks, drafts, or money orders received are not honored upon presentment for payment, a contra entry in red, duplicating the information previously entered in Part II of form Cotton 256, shall be made in columns (1) through (4) of Part II of form Cotton 256, or if they were not paid at par the same contra entry in red shall be made except that the entry in

column (4) shall be the difference between the amounts of the checks, drafts, or money orders and the amounts for which they were honored.

6. If the owner or operator redeposits the amount of the dishonored checks, drafts, or money orders, or deposits the difference between their face value and the amount for which they are honored, the procedure outlined above in this section shall be followed, except that such owner or operator shall be required to surrender the form Cotton 219 previously issued to him and the printed serial number of the new form Cotton 219 shall be entered in line 2 of Part II of form Cotton 254 above the serial number of the form Cotton 219 previously issued.

7. If the checks, drafts, or money orders were not honored at par and the owner or operator fails or refuses to deposit the difference between their face value and the amount for which they were honored, the amount for which they were honored shall be returned to the owner or operator by a check drawn against the special deposit account in accordance with section 224 of these instructions and the following entries made in form Cotton 256:

- a. In column (5) enter the current date.
- b. In column (6) enter the serial number of the form Cotton 219 issued with respect to the remittance followed by a dash (-) and the sheet number of the form Cotton 256 on which it was recorded.
- c. In column (7) enter the farm account serial number as shown on form Cotton 254.
- d. In column (8) enter the amount for which the checks, drafts, or money orders were honored.
- e. In column (9) enter the current date.
- f. In column (10) enter the reference number for the transaction which was entered in column (6).
- g. Make no entry in column (11).
- h. In column (12) enter the farm account serial number as shown on form Cotton 254.
- i. In column (13) enter the amount of the transaction which was entered in column (8).

j. In column (14) enter the date of the check drawn by the Treasurer of the County Committee payable to the owner or operator.

k. In column (15) enter the number of such check.

l. In column (16) enter the farm account serial number as shown on form Cotton 254.

m. Make no entry in column (17).

n. In column (18) enter the name of the owner or operator to whose order the check is drawn.

o. In column (19) enter the amount previously entered in columns (8) and (13) which shall also agree with the amount of the check drawn payable to the order of the owner or operator.

(f) If forms Cotton 212 and 213 were issued to producers on the farm prior to the execution of the bond or the depositing of the funds to be held in escrow, the forms Cotton 212 and 213 must be returned to the County Committee prior to the time any forms Cotton 211 are issued. The forms Cotton 212 shall be canceled by stamping across the face thereof in bold letters the legend "Canceled - Sec. 402(d)" and the same legend shall be so stamped or endorsed on each unused set of forms Cotton 213 in the book accompanying the form Cotton 212. In column H of form Cotton 253 on the same line with the serial number of the form Cotton 212 enter the legend "Sec. 402(d)". The cancellation of form Cotton 212 and unused forms Cotton 213 shall not affect the forms Cotton 213 executed previously, and forms Cotton 213b executed and returned to the county office shall be posted and filed in the manner outlined in section 221 of these instructions. The canceled forms Cotton 212 and 213 shall be filed in the folder for the farm. (Wherever in these instructions the word "stamped" or "stamp" is used, if a rubber stamp for the purpose is not available, it will suffice to make the endorsement in writing or printing in bold letters.)

(g) After the bond of indemnity on form Cotton 215 has been approved or after the funds tendered to be held in escrow are held in the special deposit account and any forms Cotton 212 and 213 theretofore issued have been canceled, the County Committee shall issued forms Cotton 211 to the producers on the farm in accordance with section 205 of these instructions except that:

1. in column F of form Cotton 250 enter the legend "Sec. 402(d)",

2. stamp the words "Penalty Secured" across the face of each form Cotton 211, and

3. enter the words "Cotton 211" and the serial number of the form Cotton 211 in column (2) of form Cotton 254.

(h) If the County Committee finds that the actual production in 1938 of the acreage planted to cotton on the farm as estimated pursuant to section 507(c) of the regulations will not exceed the normal production of the farm acreage allotment, the County Committee shall not approve the bond or accept the funds tendered to secure payment of the penalty and may, if the circumstances warrant it, issue forms Cotton 211 to the producers on the farm as otherwise indicated in this section.

Sec. 213. Farms Producing Less Than 1,000 Pounds of Lint Cotton. - Forms Cotton 211 may be issued pursuant to section 402(e) of the regulations to producers on a farm on which cotton was planted in excess of the farm acreage allotment if the County Committee finds that the total amount of lint cotton produced thereon in 1938 does not exceed 1,000 pounds or estimates that the total amount of lint cotton to be produced thereon in 1938 will not exceed 1,000 pounds. A memorandum containing the details of such determination, signed by a member of the County Committee, shall be filed in the folder for the farm. If forms Cotton 212 and 213 were issued to producers on the farm prior to such determination of the County Committee, the forms Cotton 212 and 213 must be returned to the County Committee prior to the issuance of any forms Cotton 211. The forms Cotton 212 shall be canceled by stamping across the face thereof the words "Canceled - Sec. 402(e)", and the same legend shall be stamped on each unused set of forms Cotton 213 in the book accompanying the form Cotton 212. In column H of form Cotton 253, on the same line with the serial number of the form Cotton 212, enter the legend "Sec. 402(e)". The canceled forms Cotton 212 and 213 shall be filed in the folder for the farm. The cancellation of form Cotton 212 and unused forms Cotton 213 shall not affect forms Cotton 213 executed previously and forms Cotton 213b executed and returned to the County Office shall be posted and filed in the manner outlined in section 221 of these instructions. After any forms Cotton 212 and 213 issued have been canceled, the County Committee shall issue forms Cotton 211 to the producers on the farm in accordance with the procedure outlined in section 205 of these instructions, except that:

1. In column F of form Cotton 250 enter the legend "Sec. 402(e)",

2. Stamp the words "One Thousand Pounds" across the face of each form Cotton 211, and

3. Enter the words "Cotton 211" and the serial number of the form Cotton 211 in column (2) of form Cotton 254.

Sec. 214. Issuing Forms Cotton 221. - Any producer to whom forms Cotton 212 and 213 were issued shall be furnished, upon request, blank forms Cotton 221 to be executed as provided in sections 408(f), 503(c), and 602(a)2 of the regulations in connection with any cotton produced by him in 1938 the staple of which is 1-1/2 inches or more in length. When form Cotton 221b has been executed and returned to the Treasurer of the County Committee, the total number of net pounds covered thereby shall be posted to Part VI of form Cotton 254 as a contra entry in red as follows:

1. On line (a) opposite the producer's name in the next available column entitled "Reference No." enter the words "Cotton 221".

2. On line (a) opposite the producer's name in the next available column entitled "Net Pounds" enter the total net weight of the cotton covered by the form Cotton 221.

3. File the form Cotton 221b in the folder for the farm.

Sec. 215. Forms Cotton 212 and 213 for Cotton Pledged as Collateral for a Commodity Credit Corporation Cotton Loan. - A form Cotton 212 and book of forms Cotton 213 may upon request, be issued, by the County Committee to any producer who has previously been issued a form Cotton 212 and corresponding forms Cotton 213 and who desires to market cotton pledged as collateral security for a Commodity Credit Corporation cotton loan held by a private or public lender or lending agency. The Form Cotton 212 and book of forms Cotton 213 shall be issued in accordance with section 211 of these instructions, except that:

1. The poundage to be entered in the blank space of form Cotton 212 between the words "This is to certify that" and "pounds of lint cotton" shall be the net weight of the bales which the producer states are to be withdrawn from the loan and marketed, and words "Loan Cotton" written in bold characters across its face.

2. In column H. of form Cotton 253 enter the words "Loan cotton", and

3. If an entry appears in column (3) of Part V of form Cotton 254 opposite the producer's name, circle the

entry and enter the sum of the circled entry and the number of pounds entered on the form Cotton 212 immediately above the circled entry, or, if no entry appears in column (3) of Part V of form Cotton 254, enter therein the number of pounds entered on the form Cotton 212.

Sec. 216. Multiple Farms. - (a) As provided in section 403(c) of the regulations, in case a producer is engaged in 1938 in the production of cotton on more than one farm in a county and the acreage planted to cotton in 1938 or one or more but not all of such farms is in excess of the farm acreage allotment therefor, a white marketing card (form Cotton 211) shall not be issued under the provisions of section 401 of the regulations to such producer with respect to any such farm on which the acreage planted is within the farm cotton acreage allotment. If the producer will require a marketing card with respect to any of such farms planting within the farm acreage allotment, the County Committee shall prepare farm accounts for such farms as outlined in section 209 of these instructions and apportion the marketing quota for such farm as outlined in section 210 of these instructions and issue a form Cotton 212 and a book of forms Cotton 213 to such producer as outlined in section 211 of these instructions. Above the title of form Cotton 254 so prepared insert the words "Multiple Farm". In column H of form Cotton 253 enter the legend "Sec. 403(c)". Forms Cotton 211 shall nevertheless be issued under section 401(a) of the regulations to all other producers on such farm not so situated. In column (2) of Part V of form Cotton 254 enter the serial number of the form Cotton 212 issued to such producer, preceded by the legend "Cotton 212", and enter the serial numbers of the forms Cotton 211 issued to all other producers on the farm preceded by the legend "Cotton 211". In all other respects the procedure outlined in these instructions for a farm planting in excess of the farm acreage allotment shall be applicable to any farm with respect to which such producer is issued forms Cotton 212 and 213.

(b) In case a producer is engaged in 1938 in the production of cotton on more than one farm in a county, each such farm shall be considered separately for the purposes of these instructions and all records and accounts in connection therewith shall be kept separate from the records and accounts for all other such farms except as provided in subsection (a) of this section.

Sec. 217. Lost, Destroyed, or Stolen Marketing Cards. -

(a) In case any form Cotton 211 or form Cotton 212 and forms Cotton 213 are lost, destroyed, or stolen, the County Committee may reissue such forms to the producer in accordance with section 406 of the regulations. A copy of the notices of cancelation, other correspondence, and a memorandum of any findings of the County Committee in connection with the loss, destruction, or theft of such forms shall be filed in the folder for the farm.

(b) In case a lost, destroyed, or stolen form Cotton 211 is to be replaced, the County Committee shall issue form Cotton 211 in accordance with the procedure contained in section 205 of these instructions, except that:

1. The word "Duplicate" shall be stamped across the face of the newly issued form Cotton 211.

2. The legend "Sec. 406" shall be entered in column F of form Cotton 250 opposite the entry showing the issuance of the duplicate form Cotton 211.

3. The legend "Canceled-Sec. 406" shall be entered in column F of form Cotton 250 opposite the serial number of the lost, destroyed, or stolen form Cotton 211.

(c) In case a lost, destroyed, or stolen form Cotton 212 and book of forms Cotton 213 are to be replaced, the County Committee shall issue forms Cotton 212 and 213 in accordance with the procedure contained in section 211 of these instructions, except that:

1. The amount of the producer marketing quota or farm marketing quota, as the case may be, entered on the new form Cotton 212 shall be the same as that shown on the lost, stolen, or destroyed form Cotton 212 and the word "Duplicate" shall be stamped across the face thereof.

2. In line 1, Part I, of the first set of the forms Cotton 213 in the new book enter the unused portion, if any, of the marketing quota entered on form Cotton 212. If there is no unused marketing quota the word "None" shall be entered in line 1, Part I, of the first set of forms Cotton 213 in the new book. In determining the amount of the unused portion of the marketing quota, the County Committee shall take into consideration the amount of cotton ginned and marketed by the producer as reported on forms Cotton 216 and 213b and recorded in Part VI of form Cotton 254 together with any additional information which may be required.

3. In column H of form Cotton 253 enter the legend "Sec. 406" opposite the entry showing the issuance of the duplicate.

4. The legend "Canceled - Sec. 406" shall be entered in column H of form Cotton 253 opposite the serial numbers of the lost, destroyed, or stolen forms Cotton 212 and 213.

Sec. 218. Records of Cotton Ginned on Farms Planting in Excess of Acreage Allotments. - The amount of cotton ginned by each farm on which cotton is planted in excess of the farm acreage allotment shall be recorded on form Cotton 254 on the basis of information shown on forms Cotton 216. The data shown on form Cotton 216 shall be posted to Part VI of form Cotton 254 as follows:

1. On line (a) in the column entitled "Reference No." enter opposite each producer's name the serial number of the gin, followed by the report number shown on the form Cotton 216. If the report is from a ginsituated in another county, the number of the gin and the report number of the form Cotton 216 shall be preceded by the code number of the State and county in which the gin is situated. The reference to the first report covering cotton ginned by a producer will be entered on line (a) in column (8), and the reference to subsequent reports will be entered in consecutive order on line (a) of the columns headed "Reference No." of columns (10) through (18).

2. On line (a) of the column entitled "Net Pounds" enter opposite each producer's name the total number of net pounds of lint cotton which were ginned by or for him covered by the report. The share of each producer in each bale of cotton reported on form Cotton 216 shall be determined according to his fractional share therein as indicated in form Cotton 255. The net weight of each bale shall be obtained by subtracting from the gross weight of the bale, as shown in column G of form Cotton 216, 22 pounds for a square bale and 3 pounds for a round bale on account of bagging and ties. The amount of cotton ginned by or for the producer as shown in the first report will be entered on line (a) in column (9), and the amounts shown in subsequent reports will be entered in consecutive order on line (a) of the columns headed "Net Pounds" of columns (11) through (19). Only one column of form Cotton 254 should be used for each producer in recording his cotton covered by a single report on form Cotton 216. If the entry in column (4) of Part V of form Cotton 254 indicates that the producer works more than one producer unit and that he is entitled to different shares in the cotton crops produced thereon, the cotton reported on form Cotton 216 as having been ginned by him shall not be posted to Part VI of form Cotton 254 until a statement of the shares of all other producers in such cotton crops is obtained from such producer or elsewhere.

3. When all the cotton produced by or for any one producer on a farm has been ginned the sum of the entries on line (a) in the columns entitled "Net Pounds" for such producer shall be entered in column (20). If a contra entry in red has been made on line (a) in Part VI in connection with form Cotton 221, the amount to be entered in column (20) shall be the sum of the entries not made in connection with form Cotton 221 minus the sum of the contra entries.

Sec. 219. Handling Reports from Ginners.- (a) After the information for farms in the county has been posted to forms Cotton 251 and 254, a form Cotton 216 shall be prepared in the County Office with respect to cotton produced on farms located in other counties. A separate form Cotton 216 shall be prepared for each ginner's report with respect to the farms located in each of the other counties. The following information shall be entered on each form Cotton 216 so prepared:

1. Above the title of form Cotton 216 enter the word "Extract".

2. In the spaces indicated enter the State and county code numbers for the State and county in which the gin is situated; the sheet number and the number of sheets which will be required to list the farms located in other counties; the period covered by the ginner's report from which the information is being taken; the name and full mail address of the gin; the name of the manager of the gin; the serial number assigned to the gin; and the number of the report from which the information is transcribed.

3. The information appearing in columns A through G for cotton ginned from farms located in the other county shall be transcribed exactly as it appears on the form Cotton 216 submitted by the ginner.

4. The Treasurer of the County Committee shall sign his name and enter his title and the date of his signature below the entries made in columns A through C.

5. The original so prepared shall be mailed to the Treasurer of the County Committee for the county in which the farms are located, and the yellow copy retained in the County Office in which it is prepared.

(b) The originals of forms Cotton 216 submitted by each ginner and the copies thereof prepared as outlined in subsection (a) of this section shall be filed in the numerical order of the

report numbers in the folder for each gin. In order to have a convenient record of the reports submitted or due from each ginner, it is suggested that a typewritten form such as the following be prepared and attached to the folder for each gin and posted at the time each report is submitted.

Name of Gin _____			Serial No. of Gin _____		
Report No. :	Period :	Date :	Report No. :	Period :	Date :
: From : Through :		: Received :	: From : Through :		: Received :
1	:	:	7	:	:
2	:	:	8	:	:
3	:	:	9	:	:
4	:	:	10	:	:
5	:	:	11	:	:
6	:	:	12	:	:

(c) If the report on form Cotton 216 is incomplete or in error, the ginner submitting the report should be notified by letter of the omission or error and requested to submit a correctly prepared report. The incorrectly prepared report should be marked on its face "Incorrect" and placed in the folder for the gin with a copy of the letter notifying the ginner of the omission or error stapled to it.

(d) The Treasurer of the County Committee shall furnish each ginner with postage stamps to cover the expense of submitting reports on form Cotton 216. Since the amount of postage required for each report cannot be determined in advance, arrangements should be made with the ginner whereby the postage stamps may be furnished to him in advance to be used as the need arises, or whereby the ginner may be reimbursed from the administrative expense funds of the county committee for the postage expense incurred by him upon the basis of a detailed statement of such expenses presented to the county committee at the end of the season. Where postage stamps are furnished in advance, a postage

account should be set up for each ginner and filed in the folder for the gin. The postage account should show (1) the value of the stamps advanced and (2) the value of the stamps used in transmitting each report. The portion of the envelope bearing the canceled postage stamps should be detached and identified with the gin and the report number and filed in the folder to substantiate the postage account. Each ginner must also give receipts for the postage stamps advanced, which shall be filed in the folder for the gin to substantiate the postage account.

Sec. 220. Apportionment and Reapportionment of Producer Marketing Quotas. - (a) After producer marketing quotas have been apportioned as set forth in section 210 of these instructions, a final apportionment or reapportionment of the farm marketing quota will be made on the basis of the share of each producer in the actual production in 1938 of the acreage planted to cotton on the farm. Intermediate apportionments or reapportionments may also be made upon request of the operator of the farm before the final apportionment or reapportionment if the County Committee finds it to be justifiable because (1) the records of the actual production of cotton on the farm as shown by reports entered in Part VI of form Cotton 254 of cotton ginned indicate that the actual average yield per acre of lint cotton in 1938 for the farm is substantially in excess of the normal yield per acre of lint cotton approved for the farm so that the amount of the farm marketing quota may be increased as set forth in section 201 (b) of the regulations or (2) one or more of the producers on the farm has harvested all cotton produced in 1938 by or for him on the farm and the amount of the producer marketing quota apportioned to him under section 210 of these instructions is in excess of his share in the actual production and one or more of the other producers on the farm has produced or is producing more than the producer marketing quota theretofore apportioned to him. In making either a final apportionment or reapportionment of the farm marketing quota, two provisos must be observed; namely, (1) no producer on the farm who produces more than the amount of the producer marketing quota previously apportioned to him shall have such producer marketing quota reduced and (2) that amount of the producer marketing quota of any producer which is in excess of his share in the actual production in 1938 on the farm shall be reapportioned to the other producers on the farm if there is any need therefor. In making apportionments or reapportionments of the farm marketing quota among the producers on a farm the provisions of section 205 of the regulations shall be followed.

(b) If the County Committee determines that an intermediate apportionment or reapportionment of the farm marketing quota is justifiable, form Cotton 254A shall be prepared in the original only, as follows:

1. Above the title of the form enter the word "Intermediate".

2. In the spaces indicated enter the farm account serial number as shown on form Cotton 254 and the sheet number and number of sheets of form Cotton 254A.

3. In column (1) enter the names of all producers on the farm in the order in which they appear on form Cotton 254.

4. In column (2) transcribe the information appearing in column (6) of form Cotton 254 for each producer.

5. In column (3) transcribe the information appearing in column (7) of form Cotton 254 for each producer.

6. In the heading of column (4) of the first sheet enter the date on which the actual production was determined.

7. In column (4) enter the amount of cotton ginned by each producer on the farm - that is, the sum of the entries appearing on line (a) in the columns entitled "Net Pounds" of Part VI of form Cotton 254. Place a red check mark to the right of the figure in column (4) for each producer on the farm whose total production, or share therein, is shown in column (4).

8. The total of the entries in column (4) shall be entered in line 9 of the last sheet of form Cotton 254A. The total so determined shall be divided by the number of acres planted to cotton in 1938 on the farm as shown in line 6 of Part I of form Cotton 254 and the resulting average yield per acre shall be entered in the space provided in the heading of column (4).

9. Multiply the number of acres in the farm acreage allotment as shown in line 1 of Part I of form Cotton 254 by the greater of the following:

(1) the average yield per acre shown in the heading of column (4) of form Cotton 254A or

(2) the normal yield per acre approved for the farm as shown in line 2 of Part I of form Cotton 254.

Enter the result obtained on line 9 in column (5).

10. Divide the entry on line 9 in column (5) by the entry on line 9 in column (2) and enter the resulting percentage, carried to four decimal places, in the space provided in the heading of column (5).

11. Multiply each entry in column (2) by the percentage figure in the heading of column (5) and enter the results obtained on the respective lines in column (5). The sum of the entries in column (5) must equal the total shown on line 9 in column (5).

12. If, as a result of the computations made under paragraph 11 of this subsection, the entry for any producer in column (5) is less than the entry for such producer in column (3), and the entry in column (5) is also less than the entry in column (4), so that proviso number (1) in subsection (a) of this section is applicable, enter in column (6) the amount by which the entry in column (3), or the entry in column (4), whichever is the smaller, exceeds the entry in column (5). The amount so entered in column (6) shall be preceded by a plus sign (+) and the entry circled.

13. If, as a result of the computations made under paragraph 11 of this subsection, the entry in column (5) for any producer for whom a red check mark was made to the right of the entry in column (4) exceeds the entry in column (4) so that proviso number (2) in subsection (a) of this section is applicable, the amount by which the entry in column (5) exceeds the entry in column (4) shall be entered in column (6). The entry so made in column (6) shall be preceded by a minus sign (-) and circled.

14. Take the algebraic sum of the circled plus and minus figures in column (6) and enter the result on line 9 of column (6). If the sum of the minus figures exceeds the sum of the plus figures, the algebraic sum so entered shall be preceded by a minus sign and circled. If the sum of the plus figures exceeds the sum of the minus figures, the algebraic sum so entered shall be preceded by a plus sign and circled.

15. In column (6) extend the figures shown in column (5) which were not affected by either of the provisos as outlined in paragraphs 12, 13, and 14 of this subsection and enter the sum of such figures on line 9 in column (6) beneath the circled algebraic sum.

16. Divide the circled algebraic sum entered on line 9 in column (6), as determined in accordance with paragraph 14 of this subsection, by the uncircled sum entered on line 9 in column (6), as determined in accordance with paragraph 15 of this subsection, and enter the resulting percentage figure, carried to four decimal places, on line "a" of column (6).

17. If the circled algebraic sum entered on line 9 in column (6) is preceded by a minus sign, add the percentage entered on line "a" in column (6) to 100 percent and enter the result on line "b" in column (6) and in the heading of column (7). If the circled algebraic sum entered on line 9 in column (6) is preceded by a plus sign, subtract the percentage entered on line "a" in column (6) from 100 percent and enter the result on line "b" in column (6) and in the heading of column (7).

18. In column (7), enter the amounts shown in column (3) if the circled figure shown in column (6) is a plus amount as provided in paragraph 12 of this subsection and the amounts shown in column (4) if the circled figure shown in column (6) is a minus amount as provided in paragraph 13 of this subsection.

19. In column (7) enter the results obtained by multiplying the uncircled figures in column (6) by the percentage figure shown in the heading of column (7).

20. Total the entries in column (7) and enter the result, which must be the same as the total of column (5), on line 9 in column (7).

21. If any entry in column (7) is affected by either of the provisos in subsection (a) of this section, the computations with respect to the amounts in column (5), as described in paragraphs 12 through 20 of this subsection, shall be repeated with respect to the amounts in column (7) and the results entered in columns (8) and (9) in lieu of columns (6) and (7). Such computations shall be repeated until the producer marketing quota as apportioned or reapportioned is not affected by either of said provisos.

(c) After all cotton produced on the farm has been ginned and recorded in Part VI of form Cotton 254, the producer marketing quotas shall be apportioned or reapportioned by preparing form Cotton 254A as follows:

1. Above the title of the form enter the word "Final".

2. In the spaces indicated enter the farm account serial number as shown on form Cotton 254 and the sheet number and the number of sheets of form Cotton 254A.

3. In column (1) enter the names of all producers on the farm in the order in which they appear on form Cotton 254.

4. In column (2) transcribe the information appearing in column (6) of form Cotton 254 for each producer.

5. In column (3) transcribe the information appearing in column (7) of form Cotton 254 for each producer.

6. In the heading of column (4) enter the date on which the total amount of the actual production on the farm in 1938 was finally determined.

7. In column (4) enter the amount of cotton ginned by each producer on the farm--that is, the sum of the entries appearing on line (a) in the columns entitled "Net Pounds" of Part VI of form Cotton 254.

8. The total of the entries in column (4) shall be entered in line 9 of the last sheet of form Cotton 254A. The total so determined shall be divided by the number of acres planted to cotton in 1938 on the farm as shown in line 6 of Part I of form Cotton 254 and the resulting average yield per acre shall be entered in the space provided in the heading of column (4).

9. Multiply the number of acres in the farm acreage allotment as shown in line 1 of Part I of form Cotton 254 by the greater of the following:

(1) the average yield per acre shown in the heading of column (4) of form Cotton 254A, or

(2) the normal yield per acre approved for the farm as shown in line 2 of Part I of form Cotton 254.

Enter the result obtained on line 9 in column (5).

10. Divide the entry on line 9 in column (5) by the entry on line 9 in column (4) and enter the resulting percentage, carried to four decimal places, in the heading of column (5).

11. Multiply the amounts in column (4) by the percentage figure in the heading of column (5) and enter the results on the respective lines in column (5). The sum of the entries in column (5) must equal the total shown on line 9 of column (5).

12. If, as a result of the computations made under paragraph 11 of this subsection, the entry for any producer in column (5) is less than the entry for such producer in column (3), and the entry in column (5) is also less than the entry in column (4), so that proviso number (1) in subsection (a) of this section is applicable, enter in column (6) the amount by which the entry in column (3) or the entry in column (4), whichever is the smaller, exceeds the entry in column (5). The amount so entered shall be preceded by a plus sign (+) and circled.

13. If, as a result of the computations made under paragraph 11 of this subsection, the entry in column (5) for any producer exceeds the entry for such producer in column (4) so that proviso number (2) in subsection (a) of this section is applicable, the amount by which the entry in column (5) exceeds the entry in column (4) shall be entered in column (6). The entry so made in column (6) shall be preceded by a minus sign and circled.

14. Take the algebraic sum of the circled plus and minus figures in column (6) and enter the result in line 9 of column (6). If the sum of the minus figures exceeds the sum of the plus figures, the algebraic sum so entered shall be preceded by a minus sign and circled. If the sum of the plus figures exceeds the sum of the minus figures, the algebraic sum so entered shall be preceded by a plus sign and circled.

15. In column (6) extend the figures shown in column (5) which were not affected by either of the provisos as outlined in paragraphs 12, 13, and 14 of this subsection and enter the sum of such figures on line 9 in column (6) beneath the circled algebraic sum.

16. Divide the circled algebraic sum entered on line 9 in column (6), as determined in accordance with paragraph 14 of this subsection, by the uncircled sum entered on line 9 in column (6), as determined in accordance with paragraph 15 of this subsection, and enter the resulting percentage figure, carried to four decimal places, on line "a" of column (6).

17. If the circled algebraic sum entered on line 9 in column (6) is preceded by a minus sign, add the percentage entered on line "a" in column (6) to 100 percent and enter the result on line "b" in column (6) and in the heading of column (7). If the circled algebraic sum entered on line 9 in column (6) is preceded by a plus sign, subtract the percentage entered on line "a" in column (6) from 100 percent and enter the result on line "b" in column (6) and in the heading of column (7).

18. In column (7), enter the amounts shown in column (3) if the circled figure shown in column (6) is a plus amount as provided in paragraph 12 of this subsection and the amounts shown in column (4) if the circled figure shown in column (6) is a minus amount as provided in paragraph 13 of this subsection.

19. In column (7) enter the results obtained by multiplying the uncircled figures in column (6) by the percentage figure shown in the heading of column (7).

20. Total the entries in column (7) and enter the result, which must be the same as the total of column (5), on line 9 in column (7).

21. If any entry in column (7) is affected by either of the provisos referred to in subsection (a) of this section, the computations with respect to the amounts in column (5), as described in paragraphs 12 through 20 of this subsection, shall be repeated with respect to the amounts in column (7) and the results entered in columns (8) and (9) in lieu of columns (6) and (7). Such computations shall be repeated until the producer marketing quota as apportioned or reapportioned is not affected by either of said provisos.

22. The producer marketing quotas finally determined, as provided in the foregoing paragraphs of this subsection, shall be entered in column (12). The total of such entries in column (12) must be the same as the total of column (5).

(d) The information shown on forms Cotton 254A prepared pursuant to subsection (c) of this section will be transcribed to form Cotton 254 as follows:

1. In column (21) of Part VI enter the final adjusted producer marketing quotas shown in column (12) of form Cotton 254A.

2. In line 7 of Part I enter the amount shown on line 9 in column (4) of form Cotton 254A, which amount must agree with the total line (a) of column (20) of Part VI of form Cotton 254.

3. In line 8 of Part I enter the average yield per acre shown in the heading of column (4) of form Cotton 254A.

4. In line 9 of Part I enter the result obtained by multiplying the entry in line 7 by the entry in line 8 of Part I. The result so obtained must be equal to the total of column (12) of form Cotton 254A.

5. In line 10 of Part I enter the greater of the following:

(1) The entry in line 3 plus the entry in line 4 of Part I, or

(2) The entry in line 9 plus the entry in line 4 of Part I.

(e) If the farm marketing quota is apportioned or reapportioned as set forth in this section, the issuance of forms Cotton 212 and related forms Cotton 213 will be affected as follows:

1. If the farm marketing quota was increased as provided in section 201(b) of the regulations, a new form Cotton 212 will be issued, pursuant to section 402(c) of the regulations, to each producer on the farm for whom the producer marketing quota previously apportioned was increased or to the operator of the farm for the entire amount of the increase in the farm marketing quota, in accordance with the procedure outlined in section 211 of these instructions, except that:

a. The letters "XX" shall be entered before the State and county code and farm serial number of the new form Cotton 212.

b. The amount of the producer marketing quota or farm marketing quota, as the case may be, entered on the new form Cotton 212 shall be (1) the difference between the amount of the producer marketing quota previously apportioned and, in the case of an intermediate apportionment, the amount shown opposite the producer's name in the applicable column of form Cotton 254A or, in the case of a final apportionment, the amount shown opposite the producer's name in column (21) of Part VI of form Cotton 254, or (2) in case form Cotton 212-A was executed

with respect to the farm, the difference between the amount of the farm marketing quota previously determined and the farm marketing quota as increased under section 201(b) of the regulations.

c. In line 1, Part I, of the first set of new forms Cotton 213 enter the amount of the marketing quota which is shown on the accompanying form Cotton 212.

d. In column H of the form Cotton 253 enter the legend "Sec. 402(c)".

2. If the farm marketing quota is not increased as provided in section 201(b) of the regulations and a form Cotton 212-A was not executed with respect to the farm, a form Cotton 212 will be issued pursuant to section 405(b) of the regulations to each producer for whom the producer marketing quota previously apportioned was increased as a result of the reapportionment, in accordance with section 211 of these instructions, except that:

a. The word "Reissue" shall be stamped across the face of the new form Cotton 212.

b. The amount of the producer marketing quota entered on the new form Cotton 212 shall be the difference between the amount of the producer marketing quota previously apportioned and, in the case of an intermediate reapportionment, the amount shown opposite the producer's name in the applicable column of form Cotton 254A or, in the case of a final reapportionment, the amount shown opposite the producer's name in column (21) of Part VI of form Cotton 254.

c. In line 1, Part I, of the first set of new forms Cotton 213, enter the amount of the marketing quota which is shown on the accompanying form Cotton 212.

d. In column H of form Cotton 253 enter the legend "Sec. 405(b)".

3. If the producer marketing quota of any producer to whom form Cotton 212 was issued is decreased as a result of the apportionment or reapportionment of the farm marketing quota as set forth in this section, the County Committee

shall, in accordance with section 405(a) of the regulations, alter the form Cotton 212 heretofore issued to such producer by striking through the amount of the producer marketing quota previously entered thereon and by entering the amount of the decreased producer marketing quota above the previous entry. In line 1, Part I, of the first set of unused forms Cotton 213, the County Committee shall enter the unused portion, if any, of the decreased producer marketing quota determined by subtracting the sum of the entries in lines 2, Part I, of the executed forms Cotton 213a from the amount of the decreased producer marketing quota. If there is no unused amount of the decreased producer marketing quota, the word "None" shall be entered in line 1, Part I, of the first set of unused forms Cotton 213. The entries so made on forms Cotton 212 and 213 shall be signed or initialed by a member of the County Committee. If such a producer fails or refuses to have the form Cotton 212 and forms Cotton 213 so altered, the County Committee shall cancel the form Cotton 212 and forms Cotton 213 in accordance with section 405(a) of the regulations.

4. The sum of all producer marketing quotas with respect to any farm as evidenced by forms Cotton 212, exclusive of any canceled forms Cotton 212, shall not exceed the amount of the farm marketing quota.

(f) Forms Cotton 254A showing the apportionment or reapportionment of the farm marketing quota shall be placed in a binder arranged in the numerical order of the farm account serial numbers.

(g) If one or more of the producers on the farm complains in writing to the County Committee that the apportionment of the farm marketing quota among producers, as determined under this section, is not fair and equitable, the County Committee may reapportion the farm marketing quota among the producers on the farm as provided in paragraph 3 of section 205 of the regulations. If the producer marketing quotas are so reapportioned under said section a notation to that effect shall be made on form Cotton 254A and a memorandum, signed by a member of the County Committee, setting forth the basis of such determination, shall be filed in the folder for the farm. In the case of a final reapportionment of the producer marketing quotas, the producer marketing quotas entered in column (21) of Part VI of form Cotton 254 shall be circled and the amount of each producer marketing quota as reapportioned shall be entered in said column (21) above the circled figure.

Sec. 221. Recording Reports of Cotton Marketed and Penalties Paid. - (a) The record of cotton marketed by producers on any farm on which the acreage of cotton planted in 1938 is in excess of the farm acreage allotment therefor and with respect to which forms Cotton 212 and 213 were issued will be entered in Part VI of form Cotton 254 on the basis of information contained in forms Cotton 213b and forms Cotton 222, as follows:

1. On line (b) in the column entitled "Reference No." enter opposite each producer's name the printed serial number of form Cotton 213b. The reference to the first form Cotton 213b covering the marketing of cotton will be entered on line (b) in column (8) and the references to subsequent forms Cotton 213b will be entered in consecutive order on line (b) in the columns headed "Reference No." in columns (10) through (18).
2. On line (b) of the column entitled "Net Pounds" enter opposite each producer's name the poundage shown in line 2, Part I, of form Cotton 213b. The amount of cotton covered by the first form Cotton 213b will be entered on line (b) in column (9) and the amounts shown in subsequent forms Cotton 213b will be entered in consecutive order on line (b) in the columns headed "Net Pounds" in columns (11) through (19).
3. If form Cotton 222 is submitted by the producer, it shall be placed in a pending file until the form Cotton 213b to which it relates is received. When the related form Cotton 213b is received, the Treasurer of the County Committee shall compare form Cotton 213b with form Cotton 222 to determine that form Cotton 213 has been correctly described in Part I of form Cotton 222 and that the total poundage shown in Part II of form Cotton 222 agrees with the poundage entered on line 2, Part I, of form Cotton 213. If form Cotton 222 is in agreement with form Cotton 213b, the share of each producer in the cotton marketed shall be entered on line (b) of the appropriate column entitled "Net Pounds" of Part VI of form Cotton 254 and the serial number of the form Cotton 213b to which it relates shall be entered on line (b) of the column entitled "Reference No."
4. When all of the cotton produced on the farm by or for any one producer has been marketed, the sum of the entries on line (b) in the columns entitled "Net Pounds" for such producer shall be entered on line (b) in column (20)

5. From time to time, forms Cotton 213b should be examined to determine whether the producer has brought forward correctly from line 3, Part I, of the preceding form Cotton 213b to line 1, Part I, of each form Cotton 213b the unused portion of the marketing quota. If the producer has been preparing forms Cotton 213 incorrectly, he should be so advised and any necessary corrections shall be made in the producer's book of forms Cotton 213b.

(b) The record of the penalties paid or sums tendered as the penalty with respect to the marketing of cotton produced on any farm on which the acreage of cotton planted in 1938 is in excess of the farm acreage allotment therefor and with respect to which forms Cotton 212 and 213 were issued will be entered in Part VII of form Cotton 254 on the basis of information contained in forms Cotton 213b, as follows:

1. On line (a) in the column headed "Reference No." opposite each producer's name enter the printed serial number of form Cotton 213b. The reference to the first form Cotton 213b covering the marketing of cotton subject to the penalty will be entered on line (a) in column (23) and the reference to subsequent forms Cotton 213b will be entered in consecutive order on line (a) in the columns headed "Reference No." in columns (25) through (29).

2. On line (a) of the column headed "Amount" opposite each producer's name enter the poundage shown on line 4, Part I, of form Cotton 213b. The amount of cotton (the marketing of which is subject to the penalty) covered by the first form Cotton 213b will be entered on line (a) in column (24) and the amounts shown in subsequent forms Cotton 213b will be entered in consecutive order on line (a) in the columns headed "Amount" in columns (26) through (30).

3. The Treasurer of the County Committee shall issue a receipt on form Cotton 219 for the amount of the penalty. Form Cotton 219 shall be prepared as outlined in section 212(b) of these instructions, except that the words "as security for payment of the penalty" shall be deleted instead of the words "in payment of the penalty" and following the words "marketing by" the name of the operator or producer as shown in form Cotton 213b shall be entered in the blank space provided.

4. On line (b) of the column headed "Reference No." opposite each producer's name enter the printed serial number of form Cotton 219 issued to the remitter of the penalty. The reference to the first form Cotton

219 will be entered on line (b) in column (23) and the reference number to subsequent forms Cotton 219 will be entered in consecutive order on line (b) in the columns headed "Reference No." in columns (25) through (29).

5. On line (b) of the column headed "Amount" opposite each producer's name enter the amount of the penalty received. Verify the correctness of the penalty received by multiplying two cents by the number of net pounds shown on line (a) in the column entitled "Amount". The amount of the penalty shown on the first form Cotton 219 will be entered on line (b) in column (24) and the amounts of the penalty remitted as shown in subsequent forms Cotton 219 will be entered in consecutive order on line (b) in the columns headed "Amount" in columns (26) through (30).

6. If form Cotton 213b indicates that a penalty was incurred, that is, an entry appears on line 4, Part I, of form Cotton 213b, and the amount of the penalty has not been remitted, no entry will be made in Part VII of form Cotton 254 with respect to such form Cotton 213b and the serial number thereof in the column entitled "Reference No." of Part VI of form Cotton 254 shall be circled in red. The form Cotton 213b shall be placed in a pending file to determine whether the penalty incurred was or was not collected or deducted from the purchase or exchange value of the cotton. If the penalty incurred is subsequently remitted, the procedure outlined in the foregoing portion of this subsection is applicable. If the penalty is not remitted within thirty calendar days next succeeding the day on which the cotton was marketed, the County Committee shall submit a full and detailed report in triplicate to the State Office of the nature of the producer's account and the facts with respect to the refusal or failure to remit the penalty.

7. When all the cotton produced on the farm by or for any one producer has been marketed, the sums of the entries on lines (a) and (b) in the columns entitled "Amount" for such producer shall be entered on lines (a) and (b), respectively, in column (31).

(c) After the information shown in form Cotton 213b has been posted to Parts VI and VII of form Cotton 254, form Cotton 213, together with the related form Cotton 222, if any, shall be filed in the folder for the farm.

(d) If a receipt on form Cotton 219 was issued as outlined in paragraph 3 of subsection (b) of this section, the information contained in form Cotton 219 shall be entered on form Cotton 256, as follows:

1. In column (9) enter the date on which the funds were received as indicated by the date of the form Cotton 219.
2. Make no entry in column (10).
3. In column (11) enter the printed serial number of the form Cotton 219.
4. In column (12) enter the farm account serial number of the farm as shown on form Cotton 254.
5. In column (13) enter the amount of the funds received as shown on the form Cotton 219.
6. If the checks, drafts, or money orders received are not honored upon presentment for payment, a contra entry in red duplicating the information previously entered in Part III of form Cotton 256 shall be made in columns (9) through (13) of Part III of form Cotton 256, or, if the checks, drafts, or money orders were not paid at par; the same contra entry in red shall be made except that the entry in column (13) shall be the difference between the amounts of the checks, drafts, or money orders and the amounts for which they were honored.
7. If subsequently the amount of the dishonored checks, drafts, or money orders is remitted or the difference between their face value and the amount for which they were honored is remitted, the procedure outlined above in this subsection shall be followed.
8. If the checks, drafts, or money orders were not honored at par or were not honored upon presentment for payment and the difference between their face value and the amount for which they were honored or the amount of such checks, drafts, or money orders is not subsequently remitted, the County Committee shall submit a full and detailed report in triplicate to the State Office of the nature of the producer's account and the facts with respect to the refusal or failure to remit the penalty or portion thereof.

(e) If a producer to whom a form Cotton 212 and the book of forms Cotton 213 were issued tenders the penalty, for which he would be liable upon the marketing of any cotton, prior to the time such cotton is marketed, as provided in section 505(b) of the regulations, the Treasurer of the County Committee shall receive the penalty and issue a receipt therefor on form Cotton 219-A, prepared in triplicate, distributed, and dealt with as follows:

1. A separate receipt shall be prepared for each bale of cotton with respect to which the penalty is tendered.

2. In the spaces indicated enter the printed serial number of the producer's form Cotton 212 and the State and County code number.

3. Above the words "(Name of producer)" and "(Full mail address)" enter the name and address, respectively, of the producer.

4. In the space following the words "the sum of" enter in words the amount of the penalty paid.

5. In the space following the words "one bale containing" enter the net weight of the bale of cotton with respect to which the penalty is tendered.

6. In the space following the words "or mark" enter the gin bale number or mark of such bale.

7. In the space following the words "serial number" enter the serial number of the farm.

8. After the dollar mark above the word "Amount" enter in figures the amount of the penalty tendered with respect to such bale which must agree with the amount thereof entered in words in the body of Part I.

9. The Treasurer of the County Committee shall sign the original and the two copies and enter on each the date of his signature.

10. The producer shall sign his name in the space indicated on the original and the two copies and enter on each the date of his signature.

11. The original and first copy shall be delivered to the producer and the third copy retained by the Treasurer of the County Committee.

12. The funds received shall be deposited immediately in the special deposit account as provided in section 224 of these instructions, and the information shown on the form Cotton 219-A shall be posted to form Cotton 256 in the manner outlined in subsection (d) of this section except that the legend "Cotton 219-A" shall be entered in column (11) above the printed serial number of form Cotton 219-A.

13. Form Cotton 219-A shall be placed in a pending file until the related form Cotton 213b is returned to the County Office as provided in section 603(a) of the regulations. The data on form Cotton 213b and the related form Cotton 219-A shall be posted to Parts VI and VII of form Cotton 254 as provided in this section. The copy of form Cotton 219-A shall then be filed in the folder for such forms.

Sec. 222. Adjustments of Penalties by County Committees.

(a) If a producer files a claim, pursuant to section 508 of the regulations, for the return to him of any funds which were tendered in payment of the penalty, the amount thereof which is determined not to have been incurred as a penalty and which may be refunded to such producer will be determined by preparing form Cotton 257, in the original only, as follows:

1. In the spaces indicated enter the farm account serial number shown on form Cotton 254 and the State and county code and farm serial number.

2. In column (1) enter the names of all producers on the farm in the order in which they appear in column (1) of Part V of form Cotton 254.

3. In column (2) opposite the name of each producer enter the number of pounds of cotton marketed in excess of his producer marketing quota, determined by subtracting the amount of the producer marketing quota apportioned or reapportioned to him under section 210 or section 220 of these instructions from the sum of the entries opposite his name on line (b) of the columns headed "Net Pounds" in Part VI of form Cotton 254. On line 9 in column (2) enter the sum of the entries in column (2).

4. In column (3) enter the sum of the entries shown on line (a) of the columns headed "Amount" of Part VII of form Cotton 254. On line 9 in column (3) enter the sum of the entries in column (3).

5. In column (4) enter the following: (a) if the amount in column (3) exceeds the amount in column (2), enter the difference between such amounts in column (4) and enter a plus sign to the left of such difference; or (b) if the amount in column (2) exceeds the amount in column (3), enter the difference between such amounts in column (4) and enter a minus sign to the left of such difference.

6. Take the algebraic sum of the plus and minus figures in column (4) and enter the result on line 9 of column (4). If the sum of the minus figures exceeds the sum of the plus figures, the algebraic sum so entered shall be preceded by a minus sign. If the sum of the plus figures exceeds the sum of the minus figures, the algebraic sum so entered shall be preceded by a plus sign.

7. The difference between the totals of columns (2) and (3) must equal the algebraic total of column (4). If the algebraic total of column (4) is a minus figure or zero the claim of the producer shall be disallowed and the producer so notified in writing as provided in section 508(b) of the regulations.

8. If the algebraic total of column (4) is a plus figure, enter in column (5) the result obtained by multiplying the plus entries in column (4) by 2 cents and enter the sum of such results on line 9 in column (5). Make no entry in column (5) with respect to the minus figures in column (4).

9. If there are plus and minus figures in column (4), the County Committee and the Treasurer of the County Committee shall ascertain whether the plus poundage figure shown for any producer in column (4) represents cotton of any other producer or producers which was marketed by such producer and included on a form Cotton 213 issued to such producer, or represents cotton the marketing of which was subject to the penalty because the amount of the producer marketing quota for such producer was apportioned incorrectly to another producer. The amount of such cotton with respect to the marketing of which such producer paid the penalty incurred by any other producers on the farm shall be subtracted from the entry in column (4) for such producer and the result entered in column (6). If the County Committee and the Treasurer of the County Committee find that the plus poundage figure in column (4) for any producer does

not represent cotton with respect to the marketing of which such producer paid the penalty incurred by any other producers on the farm, the plus poundage figure in column (4) for such producer shall be entered in column (6).

10. If the sum of the entries in column (6) is equal to the plus algebraic total on line 9 in column (4), enter in column (8) the figures in column (6) and multiply 2 cents by each entry in column (8) and enter the result in column 9. Make no entry in column (7).

11. If the sum of the entries in column (6) exceeds the plus algebraic total of column (4), divide the plus algebraic total of column (4) by the total of column (6) and enter the resulting percentage, carried to four decimal places, in column (7) opposite each entry in column (6). Multiply each entry in column (6) by the percentage figure in column (7) and enter the result in column (8). The sum of the entries in column (8) must be equal to the plus algebraic total of column (4). Multiply 2 cents by the entries in column (8) and enter the result in column (9).

12. If all the figures in column (4) are plus figures, enter in column (8) each figure in column (4). Multiply 2 cents by the figures in column (8) and enter the result in column (9). Make no entries in columns (6) and (7).

13. The sum of the entries in column (9) must be equal to the sum obtained by multiplying 2 cents by the amount on line 9 in column (4).

14. A member of the County Committee and the Treasurer of the County Committee shall sign form Cotton 257 and enter the date of their signatures in the spaces provided.

(b) The Treasurer of the County Committee shall issue a check drawn payable to the order of each producer for whom an entry is shown in column (9) of the form Cotton 257 in the amount of such entry shown opposite the producer's name. The issuance of such checks shall be recorded on form Cotton 257 as follows:

1. In column (10) enter the date of the check.
2. In column (11) enter the serial number of the check.

3. In column (12) enter the amount for which the check is drawn, and total the amounts entered in column (12).

(c) The Treasurer of the County Committee shall deliver the checks issued in accordance with subsection (b) of this section to the payees named therein and obtain receipts therefor on form Cotton 258 prepared in duplicate as follows:

1. In the spaces indicated enter the farm account serial number and the State and county code number and farm serial number shown on form Cotton 257.

2. In the spaces provided in the first line of the printed matter enter the date the check is delivered to the payee.

3. In the spaces provided in the second line of the printed matter, enter the name of the Treasurer of the County Committee and the name of the county.

4. In the spaces provided in the third and fourth lines of the printed matter enter the amount for which the check is drawn.

5. The payee of the check shall sign his name and enter the date of his signature in the spaces provided on the original and copy. Such signature should correspond with the name of the payee shown in the check. The original shall be delivered to the Treasurer of the County Committee and the copy retained by the producer.

(d) The information shown on forms Cotton 257 and 258 shall be recorded in Part IV of form Cotton 256 as follows:

1. In column (14) enter the date of the check as shown in column (10) of form Cotton 257.

2. In column (15) enter the serial number of the check as shown in column (11) of form Cotton 257.

3. In column (16) enter the farm account serial number shown on forms Cotton 257 and 258.

4. Make no entry in column (17).

5. In column (18) enter the name of the payee as shown on form Cotton 258.

6. In column (19) enter the amount of the check as shown on form Cotton 258.

(e) The information shown on forms Cotton 257 and 258 shall be recorded in Part VII of form Cotton 254 as follows:

1. On line (a), column (32), for the first refund, or column (34) for the second refund, enter the serial number of the check as shown in column (II) of form Cotton 257.

2. On line (b) of column (32) for the first refund, or column (34) for the second refund, enter the printed serial number of the form Cotton 258.

3. On line (a) of column (33) for the first refund, or column (35) for the second refund, enter the number of pounds shown in column (8) of form Cotton 257.

4. On line (b) of column (33) for the first refund, or column (35) for the second refund, enter the amount of the check as shown on form Cotton 258 and in column (12) of form Cotton 257.

(f) Forms Cotton 257 shall be placed in a binder in the numerical order of the farm account serial numbers. Form Cotton 258 shall be placed in the folder for such forms.

Sec. 223. Closing Farm Accounts for Farms Planting in Excess of Acreage Allotments.- (a) As provided in section 603(b) of the regulations, the operator of each farm on which the planted cotton acreage in 1938 exceeds the farm cotton acreage allotment shall submit a report on form Cotton 217, prepared in duplicate, after all cotton produced on the farm in 1938 has been harvested or not later than January 1, 1939, whichever is the earlier. If the total production of cotton in 1938 has not been harvested and marketed prior to January 1, 1939, the operator shall file an additional report on Cotton 217, prepared in duplicate, as soon as possible after all cotton produced has been marketed or not later than August 1, 1939, whichever is the earlier. Form Cotton 217 will be prepared as follows:

1. In the spaces indicated enter the sheet number and the number of sheets in the report; the serial number of the farm; the name of the county; and the name of the State.

2. In column (A) enter the names of all producers on the farm having an interest in the cotton crop produced in 1938 or the proceeds thereof or who have cotton on

hand from any previous crop. Wherever practicable, the operator should list the names of such producers in the order in which they appear on form Cotton 254.

3. In column (B) enter the share of each producer in the total production in 1938 of the acreage planted to cotton on the farm.

4. In column (C) enter the amount of cotton from any previous crop which each producer had on hand as of August 1, 1938, exclusive of the amount of cotton which at the time of making the report is pledged as collateral security to a public or private lending agency for a Commodity Credit Corporation cotton loan. Cotton from any previous crop includes cotton produced prior to the year 1938 on any other farm than that with respect to which the report is made.

5. In column (D) enter the amount of the producer marketing quota finally apportioned or reapportioned to each producer as outlined in sections 210 and 220 of these instructions plus the entry in column (C). The sum of the entries in column (D) must be equal to the amount of the farm marketing quota determined for the farm by the County Committee pursuant to section 201(b) of the regulations.

6. In column (E) enter the total amount of the cotton which has been marketed by or for each producer.

7. In column (F) enter the amount by which the amount in column (E) exceeds the amount in column (D) for each producer.

8. In column (G) enter the number of pounds of cotton with respect to the marketing of which the penalty was paid, exclusive of any cotton with respect to which the sums tendered as payment of the penalty have been refunded.

9. In column (H) enter the number of pounds of lint cotton which each producer has on hand which has not been marketed at the time of submitting the report. If the sum of the entries in columns (B) and (C) is equal to the entry in column (E), enter a zero in column (H).

10. In column (I) enter the estimated amount of lint cotton which each producer will harvest from the 1938 crop after the report is submitted. If all cotton has been harvested at the time the report is submitted, enter a zero in column (I).

11. In Part I the operator shall certify to the correctness of the report by signing his name in the space indicated and enter the date and place of his signature, and shall print or type his name and full mail address in the space provided.

12. The original of form Cotton 217 shall be filed in the County Office and the copy retained by the operator.

(b) If a preliminary report on form Cotton 217 is submitted, the information shown thereon shall be compared with the comparable information on form Cotton 254. Any preliminary report on form Cotton 217 shall be so marked by inserting the word "Preliminary" above the heading "Farm Operator's Report", and shall be filed in the folder for the farm. The information contained in the final report on form Cotton 217 and the information shown in form Cotton 254 shall be compared and verified as follows:

1. The amount entered on line (a) in column (20) of form Cotton 254 for each producer must be equal to the amount shown in column (B) of form Cotton 217 for each producer. The total on line 9(a) in column (20) of form Cotton 254 must be equal to the total of column (B) of form Cotton 217.

2. The amount entered on line (b) in column (20) of form Cotton 254 for each producer must be equal to the amount shown in column (E) of form Cotton 217 for each producer. The total on line 9(b) of column (20) of form Cotton 254 must be equal to the total of column (E) of form Cotton 217.

3. The uncircled amount shown for each producer in column (3) of form Cotton 254 must be equal to the amount shown in column (C) of form Cotton 217 for each producer. The total on line 9 in column (3) of form Cotton 254 must be equal to the total of column (C) of form Cotton 217. If circled entries appear in column (3) of form Cotton 254, circle the entry on line 4 of Part I of form Cotton 254 and enter in lieu thereof the sum of the entries in column (3) of form Cotton 254.

4. The sum of the entries for each producer in columns (3) and (21) of form Cotton 254 must be equal to the entry in column (D) of form Cotton 217 for each producer. The sum of the totals on line 9 of columns

(3) and (21) of form Cotton 254 must be equal to the total of column (D) of form Cotton 217. The total on line 9 of column (21) of form Cotton 254 must be equal to the entry on line 3, or line 9, whichever is the greater, of Part I of form Cotton 254. The entry on line 3 or line 9, whichever is the greater, plus the uncircled entry on line 4 of Part I of form Cotton 254, must equal the entry on line 10 of Part I of form Cotton 254. The entry on line 10 of Part I of form Cotton 254 must also be equal to the sum of the totals on line 9 in columns (3) and (21) of form Cotton 254.

5. The entry on line 7 of Part I of form Cotton 254 must be equal to the entry on line 9(a) of column (20) of form Cotton 254 and must also be equal to the total of column (B) of form Cotton 217.

6. In column (22) of form Cotton 254, for each producer enter the amount by which the entry in column (20) exceeds the entry in column (21) of said form, and enter the sum of such entries on line 9 in column (22) of said form.

(c) In verifying the entries in Part VII of form Cotton 254 with the comparable entries in form Cotton 217, the following procedure is applicable:

1. The sum of the entries for each producer on lines (a) and (b) of the columns headed "Amount" in columns (24) through (30) of form Cotton 254 shall be entered on lines (a) and (b) in column (31) of said form, and the total of such entries entered on lines 9(a) and 9(b) respectively in column (31) of said form.

2. The sum of the entries for each producer on lines (a) and (b) of columns (33) and (35) of form Cotton 254 shall be entered on lines (a) and (b) in column (36) of said form, and the totals of such entries entered on lines 9(a) and 9(b) respectively in column (36) of said form.

3. The amounts by which the entries for each producer on lines (a) and (b) of column (31) of form Cotton 254 exceed the entries on lines (a) and (b) of column (36) of said form shall be entered on lines (a) and (b) of column (37) of said form.

(d) If the entry on line (a) in column (37) of form Cotton 254 for any producer exceeds the entry on line (b) in column (20) of said form and the entry on line 9(a) in column (37) exceeds the entry on line 9(b) in column (20), the County

Committee and the Treasurer of the County Committee shall, in accordance with section 508(c) of the regulations and section 222 of these instructions, refund the amount tendered by such producer in excess of the penalty incurred.

(e) The entry on line (a) in column (37) of form Cotton 254 for each producer must equal the entry in column (G) of form Cotton 217 for each producer and the totals of such columns must agree.

(f) If the owner or operator of a farm on which the planted cotton acreage exceeds the farm cotton acreage allotment secured the payment of the total estimated penalty to be incurred by depositing funds to be held in escrow or by executing a bond of indemnity as provided in section 507 of the regulations, a record of the result of the apportionment or reapportionment of the farm marketing quota and a summary of the cotton ginned from the farm will be shown in form Cotton 254 and a record of the marketing of cotton produced on the farm and the amount of the penalty incurred will be shown on the final report of the farm operator on form Cotton 217. The information contained in form Cotton 217 shall be verified by the County Committee as follows:

1. The amount, if any, of cotton on hand at the time the report is filed, as shown in column (H), shall be verified by actual inspection of the cotton or by the examination of certificates of title thereto.

2. The total amount of cotton marketed, as shown in column (E), must, unless the contrary is satisfactorily proven, be equal to the result obtained by subtracting the verified amount of the cotton on hand, as shown in column (H), from the sum of the following: (1) the amount of cotton produced on the farm in 1938, as shown on line (a) of column (20) of form Cotton 254, and (2) the amount of cotton from any previous crop which the producers on the farm had on hand at the beginning of the marketing year, as shown in column (C). If there is no entry in column (H), the amount of the cotton marketed cannot be less than the sum of the entries in column (C) plus the amount of cotton produced in 1938 on the farm, as shown in line 9a of column (20) of form Cotton 254.

3. The total of column (F) must be equal to the amount by which the total of column (E) exceeds the total of column (D).

4. The amount of the penalty incurred with respect to the marketing of cotton from the farm shall be determined by multiplying 2 cents by the total of column (F). Enter the result so obtained in line 4 of Part II of form Cotton 254.

5. In line 5 of Part II of form Cotton 254 enter the amount by which the entry in line 4 is in excess of or less than the entry in line 3.

6. If funds were deposited to be held in escrow to secure payment of the penalty, the following entries shall be made in form Cotton 256 upon approval by the County Committee of form Cotton 217:

a. In column (5) enter the current date.

b. In column (6) enter the serial number of the form Cotton 219 issued with respect to the remittance followed by a dash (-) and the sheet number of the form Cotton 256 on which it was recorded.

c. In column (7) enter the farm account serial number as shown on form Cotton 254.

d. In column (8) enter the amount of the funds held in escrow.

e. In column (9) enter the current date.

f. In column (10) enter the reference number for the transaction which was entered in column (6).

g. Make no entry in column (11).

h. In column (12) enter the farm account serial number as shown in column (7).

i. In column (13) enter the amount of the funds held in escrow.

7. If line 4 of Part II of form Cotton 254 exceeds line 3 thereof and funds were placed in escrow to secure payment of the penalty, the owner or operator shall be requested to pay the amount shown in line 5. If the amount is not paid by the owner or operator, the County Committee shall submit a full and detailed report in triplicate to the State Office of the nature of the producer's account and the facts with respect to the refusal or failure to remit the amount of the penalty incurred. If the amount shown in line 5 is remitted to the Treasurer of the County Committee by the owner or operator, a receipt, to be issued to the owner or operator, shall be prepared on form Cotton 219 as outlined in section 212(b) of these instructions, except that the words "as security for payment of the penalty" shall be deleted instead of the words "in pay-

ment of the penalty" and following the words "marketed by" the name of the owner or operator shall be entered in the blank space provided. The information contained in form Cotton 219 shall be posted to form Cotton 256 in accordance with sub-section (d) of section 221 of these instructions.

8. If the amount in line 3 of Part II of form Cotton 254 exceeds the amount in line 4 and funds were deposited to be held in escrow to secure payment of the penalty, the amount of such excess shall be entered in paragraph 2 of Part II of form Cotton 217 following the dollar sign and a member of the County Committee and the Treasurer of the County Committee shall sign their names and enter the date of the signatures in the spaces provided. The Treasurer of the County Committee shall return the amount of such excess to the owner or operator by a check drawn against the special deposit account in accordance with section 224 of these instructions and the following entries shall be made in form Cotton 256:

a. In column (14) enter the date of the check drawn by the Treasurer of the County Committee payable to the owner or operator.

b. In column (15) enter the serial number of such check.

c. In column (16) enter the farm account serial number as shown on form Cotton 254.

d. Make no entry in column (17).

e. In column (18) enter the name of the owner or operator to whose order the check is drawn payable.

f. In column (19) enter the amount of the check drawn payable to the order of the owner or operator.

9. A receipt on form cotton 258 shall be obtained by the Treasurer of the County Committee, in the manner outlined in subsection (c) of section 222 of these instructions, for the refund to any producer of the excess funds deposited to be held in escrow to secure the payment of the penalty which was found not to have been incurred.

10. If a bond of indemnity on form Cotton 215 was executed to secure the payment of the penalty, the owner or operator whose name appears in form Cotton 215 as principal shall be notified of the amount of the penalty entered in line 4 of Part II of form Cotton 254 and advised that such amount is immediately due and payable. If the amount of the penalty incurred is not paid the County Committee shall submit a full and detailed report in triplicate to the State Office of the nature of the producer's account and the facts with respect to the refusal or failure to remit the amount of the penalty incurred. If the amount shown in line 4 is remitted to the Treasurer of the County Committee, a receipt, to be issued to the owner or operator, shall be prepared on form Cotton 219 as outlined in section 212(b) of these instructions, except that the words "as security for payment of the penalty" shall be deleted instead of the words "in payment of the penalty" and following the words "marketing by" the name of the operator or producer shall be entered in the blank space provided. The information contained in form Cotton 219 shall be posted to form Cotton 256 in accordance with subsection (d) of section 221 of these instructions.

(g) If a white marketing card is issued pursuant to section 212(h) or section 213 of these instructions with respect to a farm on which the planted cotton acreage exceeds the farm cotton acreage allotment, the form Cotton 217 submitted by the operator of such farm shall be compared with the information shown on form Cotton 254, and the information contained in form Cotton 217 shall be verified in accordance with the foregoing provisions of this section. If it is found that any producer on such farm has incurred a penalty with respect to the marketing of cotton he shall be notified of the amount of such penalty and advised that such penalty is immediately due and payable. If the amount of the penalty is not paid, the County Committee should submit a full and detailed report in triplicate to the State Office of the nature of the account and the facts with respect to the failure or refusal to remit the amount of the penalty incurred. If the amount of the penalty incurred, or a portion thereof, is remitted a receipt to be issued to the producer remitting the penalty shall be prepared on form Cotton 219 as outlined in section 212(b) of these instructions, except that the words "as security for payment of the penalty" shall be deleted instead of the words "in payment of the penalty" and following the words "marketing by" the name of the operator or producer should be entered in the blank space provided. The information contained in form Cotton 219 shall be posted to form Cotton 256 in accordance with subsection (d) of section 221 of these instructions.

(h) Each form Cotton 217 submitted to the County Office shall be examined by the County Committee and the Treasurer of the County Committee in accordance with the foregoing provisions of this section, and if found to be correct shall be signed as indicated in Part II of form Cotton 217 by a member of the County Committee and the Treasurer of the County Committee. Forms Cotton 217 which have been approved shall be filed in the folder for the farm.

Sec. 224. Cotton Special Deposit Trust Account and Miscellaneous Expenses. - (a) A cotton special deposit trust account shall be opened by the Treasurer of the County Committee as provided in section 510 of the regulations as soon as arrangements in connection therewith have been completed by the County Committee. Any funds received by the Treasurer of the County Committee in payment of or to secure the payment of penalties shall be deposited promptly in the special deposit account. All funds deposited in such account shall be evidenced in accordance with the customary procedure of the depository bank in the case of such a special deposit account the funds in which do not become a part of the assets of the bank and are not to be commingled with such assets, and such evidence and all statements of account and canceled checks which were drawn against such account shall be kept as permanent records by the Treasurer of the County Committee. Any funds deposited in the special deposit account shall be withdrawn or disbursed only by consecutively numbered checks drawn by the Treasurer of the County Committee to carry out the provisions of the regulations and these instructions, and on the stubs or counterfoils of his check book he shall keep a record of the issuance of each check.

(b) The Treasurer of the County Committee shall not less than once each month reconcile the special deposit account with the records of receipts and disbursements contained in form Cotton 256.

(c) All charges by the depository bank for the service of the account shall be paid from the administrative expense funds provided in the approved budget of the County Committee in accordance with existing procedure.

(d) A record of each form Cotton 211-A-t, form Cotton 213b, and form Cotton 221b shall be kept for the purpose of accounting for the amount of postage required to be paid in connection therewith by the Treasurer of the County Committee. Arrangements should be

made with the local postmaster whereby payment of postage in connection with such forms may be made at the end of each calendar month or at other convenient intervals. The expenses in connection with postage for such forms shall be paid out of the administrative expense funds approved in the budget of the County Committee in accordance with existing procedure.

★ SEP 30 1938

U. S. Department of Agriculture

Issued September 9, 1938

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration

INSTRUCTIONS PERTAINING TO COTTON MARKETING QUOTAS

FOR THE 1938-1939 MARKETING YEAR

Western Region

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References in brackets [] at end of paragraphs relate to sections of Cotton 207, "Regulations Pertaining to Cotton Marketing Quotas for the 1938-1939 Marketing Year". These instructions supersede the tentative instructions, Cotton 208-WR, Part II, issued July 23, 1938.

PART II. COUNTY OFFICE RECORDS AND REPORTS

Section 201. General Instructions. (a) Part II of these instructions relates to specific provisions of Cotton 207, "Regulations Pertaining to Cotton Marketing Quotas for the 1938-1939 Marketing Year" (hereinafter referred to as "the regulations"), and outline the nature, use, and disposition of certain forms, records, reports, accounts, and files of the County Association in connection therewith. The instructions are concerned primarily with the duties of the County Committee and the Treasurer of the County Agricultural Conservation Association. The records, reports, accounts, and files prescribed by the regulations and these instructions shall at all times be subject to periodic as well as special examination and audit by authorized representatives of the Secretary of Agriculture or the Agricultural Adjustment Administration.

(b) 1. The farm serial number or serial number of the farm referred to in the regulations and these instructions shall be the serial number assigned to the farm for the purposes of the 1938 Agricultural Conservation Program. Only one serial number will be used where two or more work sheets have been combined.

2. The State Committee shall furnish the County Committee with the name and address of each gin situated within the State and shall assign to such gins consecutive serial numbers beginning with number 1, for the purpose of identifying and filing forms Cotton 216. Forms Cotton 216 submitted to the Treasurer shall be identified and filed by the serial number assigned to the gin by the State Committee.

3. All forms printed with serial numbers will be consigned to the County Association by the State Office of the Agricultural Adjustment Administration (hereinafter referred to as the "State Office") and each shipment thereof will be accompanied by the original and one copy of a letter of transmittal on form Cotton 252. A designated employee of the County Association shall verify the correctness of each shipment by comparing the serial numbers of the particular form received with those shown on form Cotton 252 and any discrepancies shall be noted on the original and copy of form Cotton 252. The original of form Cotton 252 shall be signed by the Treasurer as a receipt for such forms and returned to the State Office. It shall be the duty of the Treasurer of the County Association to account for all serially numbered forms by recording the issuance thereof on the records maintained in the Office of the County Agricultural Conservation Association (hereinafter referred to as the "County Office") by receipts on form Cotton 252 for unused forms returned to the State Office or forwarded to other county offices at the direction of the State Executive Officer, and unused and mutilated forms held on hand.

(c) The following is a list of the various forms and a brief statement of the purpose of each:

Form Cotton 209, entitled "Notice of Farm Cotton Acreage Allotment, Yield, and Marketing Quota", will be used to notify producers, on each farm in the county for which a cotton acreage allotment was established, of the farm cotton acreage allotment and the normal yield per acre of lint cotton therefor which were approved by the State Committee and of the amount of the farm marketing quota expressed in terms of the normal production of the farm acreage allotment. It will be addressed to the operator of the farm and will constitute a notice to all producers on the farm. It will be prepared in duplicate and signed for the County Committee by a member thereof. The original must be mailed to the operator on the date of the committeeman's signature and a copy bearing the same date will be filed in the folder for the farm. Form Cotton 209 may be prepared from data shown on form Cotton 210. [Sec. 203; 208]

Form Cotton 210, entitled "Farm Cotton Acreage Allotments, Yields, and Marketing Quotas", will be prepared in triplicate to publish farm cotton acreage allotments, normal yields per acre of lint cotton, and farm marketing quotas. The acreage allotments and yields to be shown on form Cotton 210 will be taken from Forms ACP-58 (Adapted) which have been approved by the State Committee. The original shall be posted in a conspicuous place in the county (or each local administrative area therein) for a period of not less than 30 calendar days. One copy shall be placed in a binder and kept available for public inspection in the County Office, and one copy shall be furnished to the County Agricultural Extension Agent (hereinafter referred to as the "County Agent") to be kept available for public inspection in his office. [Sec. 202]

Form Cotton 211, the white marketing card, entitled "Cotton Marketing Card for 1938-1939 Marketing Year", is to be used by the producer to whom issued to identify cotton at the time it is marketed as being (1) cotton the marketing of which is not subject to penalty, or (2) cotton with respect to the marketing of which the payment of the penalty has been secured, or (3) cotton with respect to the marketing of which the penalty will not be paid until it is determined that the total production in 1938 of lint cotton on the farm exceeds 1,000 pounds, or (4) short staple cotton from any previous crop which a producer to whom form Cotton 214 was issued has on hand. Form Cotton 211 will be issued by the County Committee and a record of such issuance kept on form Cotton 250. [Sec. 401(a); 401(c); 402(d); 402(e); 408(b); 502; 507]

Form Cotton 211-A, entitled "Cotton Marketing Certificate for Farm Planting Within Acreage Allotment", will be used by a producer to whom form Cotton 211 or form Cotton 214 was issued to identify cotton marketed by any means or method other than directly to and in the presence of the buyer or transferee. Forms Cotton 211-A will be issued, upon request of the producer, by the County Committee and a record of such issuance kept on form Cotton 253. The postal card copy (form Cotton 211-A-t), when executed by the producer and buyer or transferee and returned to the County Office, will be filed in the folder for the farm. /Sec. 401(d); 408(b); 602(a)2.7

Form Cotton 212, the red marketing card, entitled "Cotton Marketing Card for 1938-1939 Marketing Year", is to be used by a producer on a farm on which the acreage planted to cotton is in excess of the acreage allotment as evidence of the amount of cotton which he may market without payment of the penalty. Form Cotton 212 will be printed as a part of the book of forms Cotton 213. It will be issued by the County Committee and a record of such issuance kept on form Cotton 253. /Sec. 402(a); 402(b); 402(c); 403(b); 403(c); 405; 406; 408(c); 602(a)3; 602(a)4; 602(a)5; 603; 604.7

Form Cotton 212-A, entitled "Agreement and Request of Producers on the Farm That a Red Marketing Card (Form Cotton 212) for the Farm Be Issued to the Operator", will be used in cases where all the producers on a farm on which the acreage planted is in excess of the acreage allotment request the County Committee to issue a form Cotton 212 to the operator of the farm rather than to each producer. The original of form Cotton 212-A will be filed in the folder for the farm. The operator and other producers, if they so desire, may for their own use prepare additional copies of form Cotton 212-A. /Sec. 402(b).7

Form Cotton 213, entitled "Cotton Marketing Record and Penalty Receipt", will be used in connection with form Cotton 212 as a record of the number of pounds of cotton marketed and the amount of the penalty, if any, and will serve as a receipt issued by the buyer or transferee to the producer for the penalty, if any, collected or deducted. It will be printed in sets of 3 with inserted carbons and bound in books containing either 5 or 25 sets. Form Cotton 212 will be printed as one cover of each book. Forms Cotton 213 will be issued by the County Committee and a record of such issuance kept on form Cotton 253, together with the record of the related form Cotton 212. The postal card copy (form Cotton 213b), when executed by the producer and the buyer or transferee and returned to the County Office, shall

be posted to form Cotton 254 and filed in the folder for the farm. Sec. 408(c); 602(a)3; 602(a)4; 602(a)5; 603; 604.

Form Cotton 214, entitled "Sea Island or American-Egyptian Cotton Marketing Certificate", will be issued by the County Committee to producers on farms on which cotton from a pure strain of Sea Island or American-Egyptian cotton is produced in 1938 provided such farms are located in Maricopa, Pima, or Pinal Counties, Arizona, where such cotton is commonly grown. A record of the issuance of forms Cotton 214 will be kept on form Cotton 250. Sec. 404(a); 408(d); 503(b).

Form Cotton 215, entitled "Bond of Indemnity", will be executed by the operator or owner of a farm on which cotton has been planted in excess of the farm cotton acreage allotment who desires to secure in this manner the payment of any penalty which may be incurred. Form Cotton 215 will be prepared in quadruplicate. When approved by the County Committee, the original will be recorded on form Cotton 254 and filed in the folder for the farm, one copy retained by the producer, and one copy retained by each of the two sureties. Sec. 402(d); 507

Form Cotton 216, entitled "Ginner's Record and Report", will be prepared in duplicate and submitted to the Treasurer of the County Association by gimmers as periodic records and reports of cotton ginned. The original of form Cotton 216 will be posted to forms Cotton 251 and 254 and will be filed in the folder for the gin. A copy of each form Cotton 216 executed by the ginner will be retained by him. Sec. 601.

Form Cotton 217, entitled "Farm Operator's Report", will be prepared in duplicate by the operator of each farm on which cotton has been planted in excess of the farm cotton acreage allotment and will constitute the report of the amount of cotton produced by or for each producer on the farm, the apportionment or reapportionment of the producer marketing quotas, and the amount of penalty incurred and paid by each such producer. The original will be filed in the folder for the farm and the copy retained by the farm operator. Sec. 507(d); 603(b).

Form Cotton 218, entitled "Farms Overplanting Cotton Acreage Allotments", will be prepared in duplicate by the County Committee with respect to the farms planted in excess of the farm cotton acreage allotments. The original will be forwarded to the State Committee and the copy placed in a binder and retained in the County Office. Sec. 302.

Form Cotton 219, entitled "Receipt for Penalty Remitted or Money Deposited to Secure Payment of Penalty", will be

issued by the Treasurer of the County Association as a receipt for funds deposited with him to secure the payment of the penalty and as a receipt for funds tendered as payment of the penalty. Form Cotton 219 will be prepared in duplicate, the original delivered to the person making the remittance, and the copy filed in the folder for such receipts. The applicable information contained on form Cotton 219 will be posted to forms Cotton 254 and 256. /Sec. 506(a); 506(b); 507(b)./

Form Cotton 219-A, entitled "Receipt for Penalty Remitted by Producer Prior to the Marketing of Cotton", will be issued by the Treasurer of the County Association as a receipt for funds tendered as payment of the penalty by a producer prior to the marketing of cotton. Form Cotton 219-A will be prepared in triplicate and the original and one copy will be delivered to the remitter. One copy will be posted to form Cotton 256 and held in a pending file until receipt of the copy of the form Cotton 213 to which it relates. The copy of form Cotton 219-A and the related form Cotton 213 shall be posted to form Cotton 254, and the copy of form Cotton 219-A filed in the folder for such forms. /Sec. 505(b); 506(a); 602(a)5; 603(a)6./

Form Cotton 220, entitled "Buyer's Special Report", will be submitted by buyers who are requested to do so by the County Committee, as provided in the regulations. The report shall be prepared in triplicate, and the original and one copy forwarded to the County Committee and a copy thereof retained by the buyer. /Sec. 602(b)./

Form Cotton 221, entitled "Certificate that Cotton is Cotton the Staple of Which is 1-1/2 inches or More in Length", will be issued upon the request of any producer to whom was issued a red marketing card (form Cotton 212), for the purpose of identifying cotton the staple of which is 1-1/2 inches or more in length. The copy on the postal card (form Cotton 221b) when executed and returned to the County Office will be posted to Cotton 254 and filed in the folder for the farm. /Sec. 408(f); 503(c); 602(a)2./

Form Cotton 222, entitled "Report of Share of Each Producer in Cotton Marketed", will be executed, by a producer to whom form Cotton 212 was issued, at the time of marketing any

cotton in which one or more other producers have an interest. The original of form Cotton 222 will be forwarded to the Treasurer of the County Association, who will place it in a pending file until the form Cotton 213 to which it relates is received, at which time form Cotton 213 and form Cotton 222 will be used in posting to form Cotton 254 the interest of each producer in the cotton covered thereby. Form Cotton 222 and the related form Cotton 213 will be filed in the folder for the farm. Sec. 603(a)7.

: Form Cotton 250, entitled "Register of White Marketing Cards (Forms Cotton 211)", will be prepared in the County Office to account for the disposition of forms Cotton 211 and forms Cotton 214, and will also be used as a receipt executed by the producer acknowledging the receipt by him of the particular form issued to him. Form Cotton 250 will be executed in duplicate, the original placed in a binder and retained in the County Office and the copy forwarded to the State Office upon the request of the State Executive Officer. Sec. 401(a); 401(c); 402(d); 402(e); 403(a); 404(a); 406

Form Cotton 251, entitled "County Office Record of 1938 Cotton Ginned", will be kept, on the basis of information obtained from form Cotton 216, as the record of cotton ginned from all farms in the county on which the acreage of cotton planted in 1938 is within the respective farm acreage allotments therefor and will be used to determine the total amount of cotton ginned by each such farm. Form Cotton 251 will be prepared in the original only and will be placed in a binder and retained in the County Office.

Form Cotton 252, entitled "Letter of Transmittal and Receipt", will be used by the State Office in transmitting all serially numbered forms to the County Offices, and will also be used by the County Office in forwarding unused copies of such forms to the State Office or, at the direction of the State Executive Officer, to other County Offices. Form Cotton 252 will be prepared in triplicate, the original and one copy forwarded to the office to which the forms are transmitted and one copy thereof retained in the files of the office sending such forms. The original of form Cotton 252 will be signed by the recipient and returned to the sender as a receipt.

Form Cotton 253, entitled "Register of Red Marketing Cards (Forms Cotton 212)", will be prepared in the County Office to account for the disposition of forms Cotton 212 and the related forms Cotton 213, the disposition of forms Cotton 211-A, and will be used to obtain thereon the receipt of the producer for the particular form issued to him. Form Cotton 253 will be prepared in duplicate, the original placed in a binder and retained in the County Office and the copy forwarded to the State Office upon the request of the State Executive Officer. Sec. 401(d); 402(a); 402(b); 402(c); 403(b); 403(c); 405; 406

Form Cotton 254, entitled "County Office Farm Record of Cotton Marketing Quotas and Penalties", will be kept in the County Office as a farm account for each farm on which the Cotton acreage planted is in excess of its acreage allotment

in 1933. The form will serve as a record of the apportionment and reapportionment of producer marketing quotas in accordance with section 205 of the regulations and as a record of the amounts of cotton ginned and marketed, as shown by forms Cotton 216 and 213, respectively, and the amounts of the penalties remitted and refunds of amounts tendered as penalties. Form Cotton 254 will be prepared in the original only and will be placed in a binder and retained in the County Office.

Form Cotton 254A, entitled "Adjustments in Producer Marketing Quotas - Computation Sheet", will be used in connection with form Cotton 254 as a computation sheet for apportioning or reapportioning producer marketing quotas in accordance with paragraph 2 or 4 of section 205 of the regulations, for farms having two or more producer units (as used in these instructions, producer unit means the land on which cotton is being produced in 1938 which is being farmed by only one cotton producer, except that each of two or more tracts of land rented on a crop-share basis from two or more landlords shall be considered to be one producer unit, also each of two or more tracts of land one or more of which is owner-operated or rented for cash, standing or fixed rent and one or more of which is rented on a crop-share basis shall be considered to be one producer unit). Form Cotton 254A will be prepared in the original only and will be placed in a binder and retained in the County Office.

Form Cotton 254B, entitled "Intermediate Adjustment In 1933-1939 Producer Marketing Quotas - Computation Sheet" will be used in connection with form Cotton 254 as a computation sheet for making an intermediate apportionment of producer marketing quotas in accordance with paragraph 2 of section 205 of the regulations for farms having only one producer unit. Form Cotton 254B will be prepared in the original only and will be placed in a binder and retained in the County Office.

Form Cotton 255, entitled "Computation of Producers' Shares in Planted Acres and Normal Production", will not be used in the Western Region. Comparable data are already provided for on Form WR-209.

Form Cotton 256, entitled "Record of Cash Receipts and Disbursements -- Cotton Special Deposit Trust Account", will be used by the Treasurer of the County Association as a record of all funds received through the collection of penalties and the deposit of funds to secure the payment of penalties and of the disbursement of such funds as refunds to producers or as remittances of penalties to the Secretary

of Agriculture. Form Cotton 256 will be prepared in the original only and will be placed in a binder and retained in the County Office.

Form Cotton 257, entitled "Statement of Funds Tendered in Excess of Penalty Incurred", will be used in computing the amount of money which may be refunded to a producer in accordance with the provisions of section 503 of the regulations, and will constitute the permanent record of the determination of the County Committee and the Treasurer of the County Association under said section. Form Cotton 257 will be prepared in the original only and placed in a binder and retained in the County Office.

Form Cotton 258, entitled "Receipt for Money Returned to Producer", will be used as a receipt to be executed by a producer acknowledging the return to him of any funds belonging to him which were tendered in payment of the penalty which was found not to have been incurred, or the refund to him of funds held in escrow to secure the payment of the penalty, as provided in sections 503 and 506, respectively, of the regulations. Form Cotton 258 will be prepared in duplicate, the original placed in the file established for such forms and the copy thereof retained by the producer.

Form Cotton 259, entitled "Schedule of Remittances", will be used by the Treasurer of the County Association in remitting to the Secretary of Agriculture the amounts of penalties remittable pursuant to Section 509 of Cotton 207 and Section 225 of Cotton 208-AR, Part II. Form Cotton 259 will be prepared in triplicate, one copy retained in the files of the Treasurer of the County Association, and the original and one copy forwarded to the State Executive Officer, together with the remittance.

(d) The filing, binding, and storing of cotton marketing quota forms and other materials in the County Office shall be done in accordance with the following:

Part I. File of Individual Farm Records.

Sec. A. Farms Planting Within Acreage Allotments. An individual folder shall be prepared for each farm and all such folders shall be filed in numerical farm serial number order. Form Cotton 209 and 211-A-t, canceled or returned forms Cotton 211 and 214, and any other related materials shall be filed in the applicable farm folder.

Sec. B. Farms Planting in Excess of Acreage Allotments. An individual folder shall be prepared for each farm, and all such folders shall be filed in numerical farm serial number order. It is suggested that the file containing these folders be kept separate and apart from all other files. Forms Cotton 209, 212-A, 213b, 215, 217, 221, and 222, reports of cotton on hand,

correspondence, canceled or returned forms Cotton 214, 212, and 213, and other materials relating to the form shall be filed in the applicable farm folder.

Part II. Ginners' Records and Reports (Form Cotton 216).
An individual folder shall be prepared for each gin that will gin cotton produced in the county. Folders for individual gins shall be filed in numerical order by the gin serial numbers assigned by the State Committee. Correspondence and other materials relating to forms Cotton 216 will be filed in the individual gin folders.

Part III. Receipts and Disbursements of Funds

Sec. A. Funds Received.

1. Form Cotton 219:

One folder for each consecutive unit of 50 receipts in numerical sequence.

2. Form Cotton 219-A:

One folder for each consecutive unit of 50 receipts in numerical sequence.

Sec. B. Funds Disbursed.

1. Refunds to Producers - Form Cotton 258:

One folder for each consecutive unit of 50 receipts in numerical sequence.

2. Schedules of Remittances to State Office on form Cotton 259:

One folder for each monthly transmittal, arranged in consecutive order.

Part IV. General.

Sec. A. Form Cotton 252.

1. Receipts for Forms Received from State Office:

- (a) Folder for forms Cotton 252 covering transmittal of forms Cotton 211.

- (b) Folder for forms Cotton 252 covering transmittal of forms Cotton 211-A.
 - (c) Folder for forms Cotton 252 covering transmittal of forms Cotton 212 and Cotton 213.
 - (d) Folder for forms Cotton 252 covering transmittal of forms Cotton 219.
 - (e) Etc.
2. Receipt for Forms Returned to State Office or sent to Other County Offices:
- (a) Folder for forms Cotton 252 covering forms Cotton 211 received.
 - (b) Folder for forms Cotton 252 covering forms Cotton 211-A received.
 - (c) Folder for forms Cotton 252 covering forms Cotton 212 and Cotton 213 received.
 - (d) Folder for forms Cotton 252 covering forms Cotton 219 received.
 - (e) Etc.

Sec. B. Forms Cotton 220. One folder for special reports of each individual buyer, labeled with his name, and filed in alphabetical order.

Part V. Bound Registers, Listing Sheets, and Accounts.

Binder #1 - Forms Cotton 210.

Binder #2 - Forms Cotton 218.

Binder #3 - Forms Cotton 250:

- (a) Register of White Marketing Cards (Forms Cotton 211).
- (b) Register of Sea Island or American-Egyptian Marketing Certificates. (Applicable in Maricopa, Pima, and Pinal Counties, Arizona, only).

Binder #4 - Forms Cotton 251.

Binder #5 - Forms Cotton 253:

(a) Register of Red Marketing Cards (Forms Cotton 212).

(b) Register of Forms Cotton 211-A.

Binder #6 - Forms Cotton 254.

Binder #7 - Forms Cotton 254-A.

Binder #8 - Forms Cotton 254-B.

Binder #9 - Forms Cotton 256.

Binder #10 - Forms Cotton 257.

Part VI. Stock of Blank Forms.

Sec. A. Serially Numbered Forms.

1. Cotton 211.
2. Cotton 211-A.
3. Cotton 212 and 213.
4. Cotton 214.
5. Cotton 219.
6. Cotton 219-A.
7. Cotton 258.

Sec. B. Forms Not Serially Numbered.

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|------------------|-----------------|
| 1. Cotton 209. | 8. Cotton 220. |
| 2. Cotton 210. | 9. Cotton 221. |
| 3. Cotton 212-A. | 10. Cotton 222. |
| 4. Cotton 215. | 11. Cotton 250. |
| 5. Cotton 216. | 12. Cotton 251. |
| 6. Cotton 217. | 13. Cotton 252. |
| 7. Cotton 218. | 14. Cotton 253. |

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|-------------------|-----------------|
| 15. Cotton 254 | 18. Cotton 256. |
| 16. Cotton 254-A. | 19. Cotton 257. |
| 17. Cotton 254-B. | 20. Cotton 259. |

Part VII. Filing of Mutilated Serially Numbered Forms. All serially numbered forms which are mutilated or otherwise unfit for use shall be marked "void" and placed in a folder and retained in the County Office.

Part VIII. Rubber Stamps.

Sec. A. The Following is a List of Rubber Stamps to be Supplied County Offices for Use in Connection with the Regulations:

1. "Penalty-Secured"
2. "Canceled-Sec. 402(d)"
3. "Canceled-Sec. 402(e)"
4. "One Thousand Pounds"
5. "Reissue"
6. "Duplicate"

Sec. B. If not already available, each County Office shall procure a rubber stamp showing the full mail address of the Treasurer of the County Association. This stamp is to be used in indicating the return address on each postal card copy of forms Cotton 211-A, 213, and 221.

Sec. 202. Publication of Farm Acreage Allotments, Normal Yields, and Marketing Quotas. - As soon as cotton acreage allotments and normal yields established for farms in a county have been approved by the State Committee, the County Committee shall cause form Cotton 210 to be executed in triplicate. One copy shall be permanently kept freely available for public inspection in the County Office; one copy shall be posted for not less than 30 calendar days in a conspicuous place in the county; and one copy shall be furnished to the County Agent for the county, who shall keep the list permanently available for public inspection in his office. If the county is divided into two or more local administrative areas

for the purpose of the cotton marketing quota provisions of the Act, the farms in the county shall be grouped with regard to the administrative areas in which they are situated and listed on form Cotton 210 by such groups in order that forms Cotton 210 listing the information with respect to farms in an administrative area may be posted for not less than 30 calendar days in a conspicuous place in such area. The copy to be kept in the County Office shall be placed in a binder and kept by the County Committee as a permanent record.

The following information shall be entered on form Cotton 210:

1. In the spaces indicated enter the State and county code number, the name of the county, and the name of the State.

2. The information and data for each farm in the county for which a cotton acreage allotment is established shall be listed alphabetically by farm operators within the county (or local administrative area, as the case may be), and the entries for each farm shall be made on a separate line.

3. In column A enter the serial number of the farm.

4. In column B enter the name of the operator and immediately below enter the name of the owner in brackets or parenthesis.

5. In column C enter either the legal description or a description of the location of the farm, or the name by which it is commonly known.

6. In column D enter the acreage allotment established for the farm as shown on Form ACP-58 (Adapted).

7. In column E enter the normal yield per acre of lint cotton established for the farm as shown on Form ACP-58 (Adapted).

8. In column F enter the normal production of the farm acreage allotment obtained by multiplying the amount of the normal yield per acre entered in column E by the number of acres entered in column D. [Sec. 202.]

Sec. 203. Notice of Farm Acreage Allotments, Normal Yields, and Marketing Quotas. - As soon as cotton acreage allotments and normal yields established for farms in the county have been approved by the State Committee, the County Committee shall cause forms Cotton 209 to be executed in duplicate and distributed as follows:

1. In the spaces indicated enter the State and county code number and farm serial number, the name and address of the farm operator, and either the legal description or a description of the location of the farm, or the name by which it is commonly known.
 2. In item 1 enter the cotton acreage allotment established for the farm as shown in column D of form Cotton 210.
 3. In item 2 enter the normal yield per acre of lint cotton established for the farm as shown in column E of Form Cotton 210.
 4. In item 3 enter the normal production of the farm acreage allotment as shown in column F of form Cotton 210.
 5. After the County Committee has approved the notice, one member of the committee shall sign it and enter the date of his signature in the spaces indicated.
 6. Mail the original to the operator of the farm. It must be deposited in the United States mails in an envelope addressed to the farm operator on the day, as indicated by the date following the signature of the committeeman, on which it was signed.
 7. Retain the copy in the folder for the farm.
 8. A copy of the executed form Cotton 209, duly certified as true and correct by a member of the County Committee or the Secretary or Treasurer of the County Association, shall, upon request, be furnished without charge to any person who as operator, landlord, tenant, or sharecropper is interested in the cotton produced in 1938 on the farm.
- [Sec. 203.]

Sec. 204. Measurement of Farms. - (a) For the purpose of the cotton marketing quota provisions, each farm for which a cotton acreage allotment was established and on which cotton was planted in 1938 shall be measured in accordance with the established procedure of the

Agricultural Adjustment Administration, and a record of such measurements shall be kept among the records of the County Office. [Sec. 301]

(b) The County Committee shall execute in triplicate and file promptly with the State Committee a written report on form Cotton 218 with respect to each farm in the county on which the acreage planted to cotton in 1938 is in excess of the cotton acreage allotment established therefor. [Sec. 302.] The following information shall be entered on form Cotton 218:

1. In the spaces indicated enter the State and county code number, the sheet number, the total number of sheets in the report, the name of the county, and the name of the State.

2. Enter the information and data for each farm on a separate line.

3. In column A enter the serial number of the farm.

4. In column B enter the name of the operator of the farm.

5. In column C enter the name of all other cotton producers on the farm. The name of each such producer shall be entered on a separate line, and the names of all the cotton producers on the farm shall be entered on consecutive lines.

6. In column D enter the number of acres in cultivation in 1938 on the farm as shown in the column opposite Item 4 of Section VI of Form WR-210.

7. In column E enter the cotton acreage allotment established for the farm as shown on form Cotton 210.

8. In column F enter the acreage planted to cotton in 1938 on the farm.

9. The report shall be examined by the County Committee and, if found to be correct, dated and signed by a member of the committee on its behalf. The original and one copy shall be mailed to the State Committee and one copy shall be placed in a binder and kept as a permanent record in the County Office.

Sec. 205. Issuing Form Cotton 211. - (a) In issuing white marketing cards pursuant to section 401(a) of the regulations the Treasurer of the County Association shall first prepare form Cotton 250 in duplicate as follows:

1. In the spaces indicated enter the State and county code number, the sheet number, the name of the county, and the name of the State.

2. Data with respect to the issuance of each marketing card shall be tabulated on a separate line.

3. In column A enter in numerical order the farm serial numbers of all farms in the county on which the acreage planted to cotton in 1938 does not exceed the respective farm acreage

allotments established therefor. A separate line should be used with respect to each producer on the farm eligible to receive a form Cotton 211, and enough consecutive lines should be provided for making the entries under paragraph 5, below.

4. In column B enter in numerical order the serial numbers of the forms Cotton 211 to be issued, beginning with the first serial number of the forms Cotton 211 consigned to the county, except that, the word "multiple" shall be entered in lieu of the serial number of form Cotton 211 for any producer on the farm who is entitled to share in the 1938 cotton crop on any other farm in the county on which the acreage planted to cotton in 1938 is in excess of the cotton acreage allotment established therefor, and a white marketing card (form Cotton 211) is not issued with respect to his share of the cotton crop on such other farm.

5. In column C enter the name of the producer on the farm identified by the farm serial number in column A.

6. The form Cotton 211 bearing the serial number entered in column B shall be issued to the producer whose name appears on the same line in column C.

(b) After form Cotton 250 has been prepared as indicated above, forms Cotton 211 shall be prepared as follows:

1. All entries shall be typewritten or made in ink.

2. In the space indicated enter the State and county code number followed by the farm serial number appearing in column A of form Cotton 250.

3. In the space indicated enter the name and full mail address of the operator of the farm.

4. If the form Cotton 211 is issued to a producer other than the operator, type or print the name of such producer below the line provided for the signature of such producer.

(c) The County Committee shall examine each form Cotton 211 and form Cotton 250 and, if it finds that forms Cotton 211 so prepared may be properly issued to the producers whose names appear thereon, a member of the County Committee on behalf of the committee shall sign the forms Cotton 211 in ink and enter the date of his signature. The producer shall receipt for the marketing card by signing his name on the applicable line in column E of form Cotton 250 and entering the date of his signature in column D thereof. The County Committee need not issue a form Cotton 211 to each producer on the farm other than the operator if it finds that no useful purpose will be served by issuing form Cotton 211 to each producer. Each operator or producer receiving a form Cotton 211 shall promptly upon its receipt sign his name (in the style shown therein or else

in his usual style in business transactions) in the space provided and enter the date of such signature opposite it.

(d) A form Cotton 211 shall not be issued under section 401(b) of the Regulations to any producer who is engaged in the production of cotton on any farm in the county on which the acreage planted to cotton in 1938 exceeds the farm acreage allotment established therefor.

Sec. 206. Issuing Form Cotton 211-A. - Forms Cotton 211-A shall, upon request of the producer, be issued by the County Committee pursuant to section 401(d) of the regulations to any producer to whom form Cotton 211 was issued who desires to market cotton by telephone, telegraph, letter, or by any means or method other than directly to and in the presence of the buyer or transferee.

A record of the issuance of form Cotton 211-A shall be kept on form Cotton 253 as follows:

1. The title shall be changed to read "Register of Forms Cotton 211-A".

2. In the spaces indicated enter the State and county code number, the sheet number, the name of the county, and the name of the State.

3. In column A enter the serial number of the farm.

4. Make no entry in column B.

5. Change the heading of columns C and D to read "Serial Numbers of Cotton 211-A", and in columns C and D enter the first and last serial numbers, respectively, in the book of forms Cotton 211-A issued to the producer.

6. In column E enter the name of the operator or producer, as the case may be, to whom forms Cotton 211-A are issued.

7. In the space indicated on each form Cotton 211-A in the book the Treasurer of the County Association shall enter in indelible pencil, except the stamping of the address as provided in item 6 below of this paragraph, (1) the State and county code number and the serial number of the farm with respect to which forms Cotton 211-A are issued; (2) the marketing card serial number of the form Cotton 211 issued to the producer; (3) the name of the county; (4) the name of the State; (5) the name and full mail address of the operator or producer to whom forms Cotton 211-A are issued; and (6) on the address side of each form Cotton 211-A-t, stamp the full mail address of the Treasurer of the County Association after the words "Treasurer of the County Agricultural Conservation Committee".

8. The County Committee shall examine form Cotton 253 and each form Cotton 211-A and, if found to be correct, its approval thereof shall be indicated by a member thereof by signing his name on each form Cotton 211-A in ink or with indelible pencil in the space indicated and entering the date on which it was issued (being the date of such approval).

9. The producer shall receipt for forms Cotton 211-A by signing his name in column G of form Cotton 253 and by entering the date of his signature in column F.

Sec. 207. Issuing Marketing Certificates for Sea Island or American-Egyptian Cotton. - (a) Sea Island or American-Egyptian Cotton Marketing Certificates (form Cotton 214) shall be issued by the County Committee in accordance with the provisions of section 404(a) of the regulations and as indicated in the form Cotton 214, provided that the farms for which such forms are issued are located in Maricopa, Pima, or Pinal County, Arizona. The issuance of forms Cotton 214 shall be recorded on form Cotton 250 in the same manner as provided in section 205 of these instructions with respect to the issuance of white marketing cards, except that the title of form Cotton 250 shall be changed to read "Register of Sea Island or American-Egyptian Cotton Marketing Certificates".

(b) If a producer to whom form Cotton 214 is issued has on hand cotton from any previous crop the staple of which is less than 1-1/2 inches in length, the County Committee shall, pursuant to section 401(c) of the regulations, issue to such producer a form Cotton 211 in accordance with the procedure outlined in section 205 of these instructions, except that - -

1. the words "Carry-over" shall be stamped across its face, and

2. a reference to "Section 401(c)" shall be entered in column F of the form Cotton 250 on which it is listed.

Sec. 208. Record of Cotton Ginned for Farms Planting Within Acreage Allotments. - Cotton ginned from each farm planting within the farm acreage allotment shall be recorded on form Cotton 251 on the basis of information shown on form Cotton 216. Form Cotton 251 shall be executed, in the original only, as follows:

1. In the spaces indicated enter the State and county code number and the consecutive sheet number of form Cotton 251, starting with number 1.

2. A sufficient number of consecutive lines shall be allowed for each farm so that adequate space will be had for the posting of all cotton which will be ginned during the entire season by the producers on the farm. Separate lines on the same sheet will be used to post data with respect to American-Egyptian cotton and such lines will be plainly marked as referring to American-Egyptian cotton.

3. In column (1) enter in numerical sequence the farm serial numbers for farms in the county planting within farm acreage allotments.

4. In column (2) enter the name of the producer owning the cotton.

5. In the column headed "Serial No. Cotton 216" enter the serial number of the gin followed by the report number of form Cotton 216. If the report is for a gin situated in another State the number of the gin and report number of form Cotton 216 shall be preceded by the code number of the State and county in which the gin is situated.

6. In the column headed "Net Pounds" enter the total number of net pounds (Subtract 22 pounds for each square bale or 3 pounds for each round bale, respectively, on Cotton 216. Do not make this subtraction if cotton was not baled.) of lint cotton covered by the report which were ginned from the farm identified by the serial number in column (1). Whenever a report on form Cotton 216 shows two or more amounts ginned for one producer on a single farm the sum total of such amounts may be recorded as one entry on form Cotton 251.

Sec. 209. Establishing Farm Accounts for Farms Planting in Excess of Acreage Allotments. - (a) An account on form Cotton 254 shall be set up for each farm in the county on which the acreage planted to cotton is in excess of the farm acreage allotment. Form Cotton 254 will also be executed for a farm on which the acreage allotment is not exceeded if any cotton producer thereon is engaged in the production of cotton on a farm on which the acreage allotment has been exceeded if such producer will require a marketing card on the farm where the acreage allotment has not been exceeded. Forms Cotton 254 will be prepared in the original only and kept in a binder in the numerical sequence of the farm account serial numbers. The following information shall be entered in Part IV of form Cotton 254 at the time the account is established:

1. In line 1 enter the farm account serial number, beginning with "1" for the first account and continuing thereafter in numerical sequence. Insofar as practicable, farms planting in excess of the farm acreage allotments shall be arranged in the numerical order of the farm serial numbers for the purpose of assigning farm account serial numbers.

2. In line 2 enter the sheet number and total number of sheets required for the particular account.

3. In line 3 enter the State and county code and farm serial number.

4. In lines 4 and 5 enter the name and full mail address of the operator of the farm.

(b) In Part I of form Cotton 254 the following information shall be entered:

1. In line 1 enter the farm acreage allotment as shown on form Cotton 209.

2. In line 2 enter the normal yield per acre of lint cotton for the farm as shown on Form Cotton 209.

3. In line 3 enter the normal production of the farm acreage allotment as shown on form Cotton 209. The entry in line 3 shall be equal to the result obtained by multiplying the entry in line 1 by the entry in line 2.

4. In line 4 enter the amount of cotton from any previous crop which the County Committee finds from actual inspection of the cotton by a person designated by the County Committee or from an examination of certificates of title thereto that the producers on the farm have on hand which is not pledged to a private or public lender or lending agency as collateral security for a Commodity Credit Corporation cotton loan. The State Office will provide a standard form for use by the County Committees in determining the amount of cotton on hand.

5. In line 5 enter the sum of the entries in lines 3 and 4.

6. In line 6 enter the number of acres planted to cotton in 1938 on the farm.

(c) In Part V of form Cotton 254 the following information shall be entered for each farm for which an account is established:

1. Do not execute Part V if there is only one person on the farm who is entitled to share in the cotton crop, or the proceeds thereof, produced on the farm in 1938, except that Part V shall be executed if there are other persons on the farm who have on hand cotton from any previous crop which is not pledged to a private or public lender or lending agency as collateral security for a Commodity Credit Corporation cotton loan. If two or more producers are entitled to share in the cotton crop or there are other persons on the farm who have cotton on hand from any previous crop Part V must be executed.

2. If Part V is to be executed, leave enough consecutive lines on which to enter all of the cotton that it is estimated will be ginned by one producer.

3. In column (1) enter in alphabetical order the names of all cotton producers on the farm, except the names of the operator and landlord, respectively, shall be entered on lines immediately following the names of all other producers. If there are persons on the farm in 1938 who have cotton on hand from any previous crop, which is not pledged to a private or public lender or lending agency as collateral security for a Commodity Credit Corporation cotton loan, but who are not entitled to share in the cotton crop, or the proceeds thereof, produced on the farm in 1938, enter the names of such persons in column (1) on lines below the landlord's name.

4. In column (3) enter the amount of cotton from any previous crop which the County Committee finds from actual inspection of the cotton by a person designated by the County Committee, or from an examination of certificates of title thereto, that each producer has on hand which is not pledged to a private or public lender or lending agency as collateral security for a Commodity Credit Corporation cotton loan. The total of column (3) shall equal the amount in line 4 of Part I of form Cotton 254.

5. In column (4) enter the percentage share of each producer in the acreage planted to cotton in 1938 on the farm. Obtain this entry from the column headed "Cotton", Section II of Form WR-209.

6. Make no entries in columns (5) and (6).

(d). If form Cotton 212 is to be issued to the operator of a farm for all producers on the farm, as provided in section 402 (b) of the regulations, form Cotton 212-A must be executed by the operator and all other producers on the farm. In order to avoid the issuance of forms Cotton 212 to all producers on a farm with respect to which form Cotton 212-A will be executed, the County Committee should ascertain at the earliest opportunity whether or not a red marketing card will be issued to each producer on the farm or whether all producers on the farm will elect, under the provisions of section 402 (b) of the regulations, to have form Cotton 212 issued only to the operator of the farm.

Sec. 210. Apportioning Producer Marketing Quotas Under Paragraph 1 of Section 205 of the Regulations. - (a) The farm marketing quota expressed in terms of the normal production of the farm acreage allotment, as shown in line 3 of Part I of form Cotton 254, shall be apportioned under paragraph 1 of section 205 of the regulations among producers on each farm planting in excess of the acreage allotment. In carrying out the provisions of said paragraph 1, the following procedure shall govern:

1. Where there is only one producer who shares in the acreage planted to cotton in 1938 on the farm he shall receive the whole of the farm marketing quota entered on line 5, Part I of form Cotton 254.

2. Where two or more producers share in the acreage planted to cotton in 1938 on the farm, enter in column (7) of Part V of form Cotton 254 each producer's share in the normal production of the farm cotton acreage allotment obtained by multi-

plying the entry in line (3) of Part I of form Cotton 254 by the entry (percentage share in planted cotton acreage) in column 4 of Part V of form Cotton 254. The sum of the entries in column (7) must equal the amount entered on line 3 of Part I of form Cotton 254.

(b) If one or more producers on the farm should complain in writing to the County Committee that the apportionment of the farm marketing quota among producers, as determined under subsection (a) of this section, is not fair and equitable, the County Committee may reapportion the farm marketing quota among the producers on the farm as provided in paragraph 3 of section 205 of the regulations. If such reapportionment is made, a notation to that effect shall be made on form Cotton 254 and a memorandum, signed by a member of the County Committee, setting forth the basis for the determination of the County Committee in reapportioning producer marketing quotas, shall be filed in the folder for the farm. In such case the producer marketing quotas entered in column (7) of Part V of form Cotton 254 in accordance with subsection (a) of this section shall be circled and the amount of each producer marketing quota as reapportioned by the County Committee shall be entered in column (7) above the circled figure.

Sec. 211. Issuing Red Marketing Cards (Forms Cotton 212) and Issuing Cotton Marketing Records and Penalty Receipts (Forms Cotton 213).

(a) After the farm accounts provided for in section 209 of these instructions and the apportionment of producer marketing quotas under paragraph 1 of section 205 of the regulations have been made as required in section 210 of these instructions, in case the penalty to be incurred with respect to the marketing of cotton has not been secured by a bond or funds held in escrow, the County Committee shall issue forms Cotton 212 in accordance with section 402 (a) or section 402 (b) of the regulations. Each form Cotton 212 issued shall be prepared in ink as follows:

1. Arrange forms Cotton 254 in numerical order of the farm account serial numbers. Forms Cotton 212 shall be issued and listed strictly in numerical sequence of the printed serial number appearing thereon; for example, the lowest serially numbered form Cotton 212 received in the county office will be issued to the first producer appearing on the first farm account, the second from the lowest serially numbered form Cotton 212 will be issued to the second producer appearing on the first farm account, or, in the absence of such a producer, to the first producer appearing on the second farm account, etc.

2. In the spaces indicated enter the State and county code number and the serial number for the farm.

3. In the blank space between the words "This is to certify that" and "pounds of lint cotton" enter, if form Cotton 212 is issued pursuant to section 402 (a) of the regulations, the sum of the entries in columns (3) and (7) of Part V of form Cotton 254 for the producer to whom it is issued, or, if form Cotton 212 is issued to the operator of the farm pursuant to section 402 (b) of the regulations or he is the only person entitled to share in the acres planted to cotton or the proceeds thereof on the farm in 1938, the sum of the entries in lines 3 and 4 of Part I of form Cotton 254.

4. Write in "Words" in the space above the signature of the county committeemen on form Cotton 212 the amount of the marketing quota shown on form Cotton 212; for example, "Two thousand pounds".

5. In the spaces indicated enter the name and full mail address of the farm operator.

6. If the form Cotton 212 is issued to a producer other than the operator, print the name of such producer below the line provided for such producer's signature.

(b) Each set of forms Cotton 213 in the book accompanying form Cotton 212 shall be prepared at the time it is issued as follows:

1. All entries on form Cotton 213 which are to be made in the County Office shall be made with indelible pencil, except the stamping of the address of the Treasurer of the County Agricultural Conservation Association on the postal card copy as provided in paragraph 4 below.

2. In the spaces indicated enter (1) the marketing card serial number of the form Cotton 212 which accompanies the book of forms Cotton 213; (2) the State and county code and farm serial number; (3) the name of the county; (4) the name of the State; and (5) the name and full mail address of the producer to whom issued.

3. In line 1, Part I of the first set of forms Cotton 213 in each book enter the amount of the marketing quota which is shown on the form Cotton 212 which accompanies the book of forms Cotton 213.

4. On the address side of each form Cotton 213b stamp the full mail address of the Treasurer of the County Association beneath the words "Treasurer of County Agricultural Conservation

(c) A record of the issuance of all forms Cotton 212 and the related forms Cotton 213 shall be kept on form Cotton 253 prepared in duplicate as follows:

1. Tabulate on a separate line the data with respect to the issuance of each form Cotton 212 and book of forms Cotton 213. If a form Cotton 212 and book of forms Cotton 213 are to be issued to each producer on a farm, all forms Cotton 212 to be issued to such producers shall be listed on form Cotton 253 on consecutive lines.

2. In the spaces indicated enter the State and county code number, the sheet number, the name of the county, and the name of the State.

3. In column A enter in numerical order the farm account serial numbers of all farms in the county on which the acreage planted to cotton in 1938 is in excess of the respective farm acreage allotments established therefor.

4. In column B enter the serial number of the form Cotton 212. Forms Cotton 212 shall be listed strictly in numerical sequence of the printed serial numbers appearing thereon, beginning with the lowest number.

5. In columns C and D enter the first and last serial numbers, respectively, of forms Cotton 213 which are in the same book and accompany the form Cotton 212.

6. In column E enter the name of the operator or producer to whom form Cotton 212 and the related forms Cotton 213 are issued.

(d) The County Committee shall examine each form Cotton 212, 213, and 253 and, if found to be correct, a member thereof shall, on its behalf, sign form Cotton 212 in ink in the space provided and enter the date of his signature. The operator or producer to whom form Cotton 212 and forms Cotton 213 are issued shall receipt therefor by signing his name in column G of form Cotton 253 and entering the date of his signature in column F thereof. The operator or producer to whom the marketing card is issued shall also countersign such card in ink on the line provided therefor at the time he receives it and enter the date thereof opposite his signature.

(e) In cases where the number of transactions in which a producer markets cotton will be in excess of the number of sets of form Cotton 213 contained in the book accompanying the form Cotton 212

issued to him and an additional form Cotton 212 and forms Cotton 213 are not to be issued under section 402 (c), section 405, or section 406 of the regulations, the County Committee shall, upon request of the producer, issue an additional book of forms Cotton 213 and the form Cotton 212 accompanying it, in accordance with the procedure outlined in subsections (a), (b), (c), and (d) of this section, except that:

1. The amount of the producer marketing quota or farm marketing quota, as the case may be, entered on the new form Cotton 212 shall be the same as that shown on the previous form Cotton 212. If the particular book is the second book issued to the producer the words "Second Book" shall be entered on the face of form Cotton 212. Similarly, the issue number of each subsequent book issued to a producer in accordance with the provisions of this subsection shall be entered on the face of form Cotton 212; as, for example, "Third Book" or "Fourth Book".

2. In line 1, Part I, of the first set of the forms Cotton 213 in the new book enter in parenthesis the unused portion, if any, of the marketing quota as shown in line 3 of the last form Cotton 213a contained in the book previously issued. If there is no unused marketing quota the word "None" shall be entered in line 1, Part I, of the first set of forms Cotton 213 in the new book.

3. In column H of form Cotton 253 enter the word "Second Book" or "Third Book" etc., as the case may be, and the serial number of the forms Cotton 212 previously issued to the producer.

Sec. 212. Penalties Secured by Bonds or Money Held in Escrow. -

(a) Forms Cotton 211 may be issued pursuant to section 402 (d) of the regulations to producers on a farm on which the acreage planted to cotton is in excess of the farm acreage allotment if the owner or operator of such farm secures the payment of the total estimated penalty to be incurred by depositing funds to be held in escrow or by executing a bond of indemnity on form Cotton 215 as provided in section 507 of the regulations. The amount of the estimated penalty shall be determined by the County Committee in strict accordance with section 507 (c) of the regulations and a memorandum containing the details of such determination signed by a member of the County Committee shall be filed in the folder for the farm. A bond or funds tendered to secure payment of the penalty shall not be accepted, as provided in section 507 (c), if a producer on a farm with respect to which the penalty is sought to be secured has an interest in the cotton crop produced on more than one farm in the county on which cotton is planted in excess of the farm acreage allotment unless a bond or funds to secure payment of the penalty are offered and accepted with respect to all of such farms.

(b) If funds are tendered to be held in escrow to secure payment of the penalty, the Treasurer of the County Association shall issue a receipt for such funds on form Cotton 219 prepared in duplicate as follows: (All checks, drafts, or money orders should be payable to the Treasurer of County Associations)

1. In the space provided enter the State and county code number.
2. Above the words "(Name of remitter)" and "(Full mail address)" enter the name and address, respectively, of the owner or operator who deposited the funds.
3. In the space following the words "the sum of" enter the amount of the funds deposited.
4. Draw a line through the words "in payment of the penalty".
5. Make no entry in the space following the words "the marketing by".
6. In the space following the words "identified by serial number" enter the farm serial number.
7. If the funds received are in the form of cash, enter the word "Cash" in the column headed "Drawer".

If the funds are in the form of checks, drafts, or money orders, describe each check, draft, or money order by entering in the columns headed "Date", "Drawer", "Drawee", and "Amount" the date, name of drawer, name of drawee, and amount, respectively, of the check, draft, or money order. The name of the "drawer" is the name of the owner or operator who signs the check or obtains the money order. The name of the "drawee" is the name of the bank on which the check is drawn or the name of the Postmaster in case of money order.

If cash and checks, drafts, or money orders are received, enter the word "Cash" in the first line of the column headed "Drawer" and describe the checks, drafts, or money orders in the remaining lines of the columns indicated.

After the word "Total" enter the sum of the cash, checks, drafts, and money orders.

8. After the dollar mark above the word "Amount" enter the total amount of the funds received.

9. The Treasurer of the County Association shall sign the original and copy and enter the date of his signature. The original shall be delivered or forwarded to the renitter and the copy retained by the Treasurer of the County Association in the folder for such forms.

10. The funds received shall be deposited immediately in the special deposit account in accordance with the procedure outlined in section 224 of these instructions.

(c) If a bond on form Cotton 215 is executed by the owner or operator and two sureties, the County Committee shall verify the sufficiency and form of the bond and indicate its approval as follows:

1. In the spaces provided enter the State and County code and farm serial number and the bond serial number. The bond serial number shall be number "1" for the first bond approved and continue thereafter in numerical sequence for bonds subsequently approved. The farm account serial number should be entered below the line provided for the bond serial number.

2. Determine that -

a. the name of the owner or operator of the farm appears thereon as principal;

b. the name of the county and State have been entered;

c. the names of the two sureties have been entered;

d. the amount of the principal sum entered is not less than the estimated amount of the penalty to be incurred;

e. the date and place of execution are properly shown;

f. the amount of cotton estimated to be produced in excess of the farm marketing quota, determined as provided in section 507 (c) of the regulations, has been entered;

g. the signatures and addresses of the principal and two sureties appear thereon and agree with the names entered above in the body of the bond;

h. the signatures of the principal and two sureties were witnessed by two disinterested persons who entered their signatures and addresses in the spaces provided; and

i. the "Justification of Sureties" has been completed and executed and acknowledged before a proper officer.

3. If the County Committee finds that the bond has been properly executed and that, to the best of their knowledge and belief, the sureties are good and sufficient, and have real property situated within the county, the "Certificate of County Committee" shall be executed by a member of the committee.

4. The original shall be delivered to the Treasurer of the County Association, one copy retained by the principal, and one copy retained by each of the sureties.

(d) The Treasurer of the County Association shall record the receipt of the funds or the approval of the bond in Part II of form Cotton 254 as follows:

1. In line 1 enter the serial number assigned to the bond. Make no entry in line 1 if funds were deposited to be held in escrow.
2. In line 2 enter the printed serial number of the form Cotton 219. Make no entry in line 2 if a bond of indemnity (form Cotton 215) was executed.
3. In line 3 enter the amount of the funds held in escrow as shown by the form cotton 219 or the principal sum of the bond.

(e) The Treasurer of the County Association shall record the receipt of the funds to be held in escrow in Part II of form Cotton 256 as follows:

1. In column (1) enter the date on which the funds were received as indicated by the date of the form Cotton 219.
2. In column (2) enter the printed serial number of the form Cotton 219.
3. In column (3) enter the farm account serial number of the farm as shown on the form Cotton 254.
4. In column (4) enter the amount of the funds received as shown on the form Cotton 219.
5. If the checks, drafts, or money orders received are not honored upon presentment for payment, a contra entry in red, duplicating the information previously entered in Part II of form Cotton 256, shall be made in columns (1) through (4) of Part II of form Cotton 256, or if they were not paid at par the same contra entry in red shall be made except that the entry in column (4) shall be the difference between the amounts of the checks, drafts, or money orders and the amounts for which they were honored.
6. If the owner or operator redeposits the amount of the dishonored checks, drafts, or money orders, or deposits the difference between their face value and the amount for which they are honored, the procedure outlined above in this section shall be followed, except that such owner or operator shall be required to surrender the form Cotton 219 previously issued to him and the printed serial number of the new form Cotton 219 shall be entered in line 2 of Part II of form Cotton 254 above the serial number of the form Cotton 219 previously issued.

7. If the checks, drafts, or money orders were not honored at par and the owner or operator fails or refuses to deposit the difference between their face value and the amount for which they were honored, the amount for which they were honored shall be returned to the owner or operator by a check drawn against the special deposit account in accordance with section 224 of these instructions and the following entries made in form Cotton 256:

a. In column (5) enter the current date.

b. In column (6) enter the serial number of the form Cotton 219 issued with respect to the remittance followed by a dash (-) and the sheet number of the form Cotton 256 on which it was recorded.

c. In column (7) enter the farm account serial number as shown on form Cotton 254.

d. In column (8) enter the amount for which the checks, drafts, or money orders were honored.

e. In column (9) enter the current date.

f. In column (10) enter the reference number for the transaction which was entered in column (6).

g. Make no entry in column (11).

h. In column (12) enter the farm account serial number as shown on form Cotton 254.

i. In column (13) enter the amount of the transaction which was entered in column (8).

j. In column (14) enter the date of the check drawn by the Treasurer of the County Association payable to the owner or operator.

k. In column (15) enter the number of such check.

l. In column (16) enter the farm account serial number as shown on form Cotton 254.

m. Make no entry in column (17).

n. In column (18) enter the name of the owner or operator to whose order the check is drawn.

o. In column (19) enter the amount previously entered in columns (8) and (13) which shall also agree with the amount of the check drawn payable to the order of the owner or operator.

(f) If forms Cotton 212 and 213 were issued to producers on the farm prior to the execution of the bond or the depositing of the funds to be held in escrow, the forms Cotton 212 and 213 must be returned to the County Committee prior to the time any forms Cotton 211 are issued. The forms Cotton 212 shall be canceled by stamping across the face thereof in bold letters the legend "Canceled - Sec. 402(d)" and the same legend shall be so stamped or endorsed on each unused set of forms Cotton 213 in the book accompanying the form Cotton 212. In column H of form Cotton 253 on the same line with the serial number of the form Cotton 212 enter the legend "Sec. 402 (d)". The cancellation of form Cotton 212 and unused forms Cotton 213 shall not affect the forms Cotton 213 executed previously, and forms Cotton 213b executed and returned to the county office shall be posted and filed in the manner outlined in section 221 of these instructions. The canceled forms Cotton 212 and 213 shall be filed in the folder for the farm. (Wherever in these instructions the word "stamped" or "stamp" is used, if a rubber stamp for the purpose is not available, it will suffice to make the endorsement in writing or printing in bold letters.)

(g) After the bond of indemnity on form Cotton 215 has been approved or after the funds tendered to be held in escrow are held in the special deposit account and any forms Cotton 212 and 213 theretofore issued have been canceled, the County Committee shall issue forms Cotton 211 to the producers on the farm in accordance with section 205 of these instructions except that:

1. in column F of form Cotton 250 enter the legend "Sec. 402 (d)",
2. stamp the words "Penalty Secured" across the face of each form Cotton 211, and
3. enter the words "Cotton 211" and the serial number of the form Cotton 211 in column (2) of form Cotton 254.

(h) If the County Committee finds that the actual production in 1938 of the acreage planted to cotton on the farm as estimated pursuant to section 507 (c) of the regulations will not exceed the normal production of the farm acreage allotment, the County Committee shall not approve the bond or accept the funds tendered to secure payment of the penalty and may, if the circumstances warrant it, issue forms Cotton 211 to the producers on the farm as otherwise indicated in this section.

Sec. 213. Farms Producing Less Than 1,000 Pounds of Lint Cotton. - Forms Cotton 211 may be issued pursuant to section 402 (c) of the regulations to producers on a farm on which cotton was planted in excess of the farm acreage allotment if the County Committee finds that the total amount of lint cotton produced thereon in 1933 does not exceed 1,000 pounds or estimates that the total amount of lint cotton to be produced thereon in 1933 will not exceed 1,000 pounds. A memorandum

containing the details of such determination, signed by a member of the County Committee shall be filed in the folder for the farm. If forms Cotton 212 and 213 were issued to producers on the farm prior to such determination of the County Committee, the forms Cotton 212 and 213 must be returned to the County Committee prior to the issuance of any forms Cotton 211. The forms Cotton 212 shall be canceled by stamping across the face thereof the words "Canceled - Sec. 402 (c)", and the same legend shall be stamped on each unused set of forms Cotton 213 in the book accompanying the form Cotton 212. In column H of form Cotton 253, on the same line with the serial number of the form Cotton 212, enter the legend "Sec. 402 (c)". The canceled forms Cotton 212 and 213 shall be filed in the folder for the farm. The cancelation of form Cotton 212 and unused forms Cotton 213 shall not affect forms Cotton 213 executed previously and forms Cotton 213b executed and returned to the County Office shall be posted and filed in the manner outlined in section 221 of these instructions. After forms Cotton 212 and 213 issued have been canceled, the County Committee shall issue forms Cotton 211 to the producers on the farm in accordance with the procedure outlined in section 205 of these instructions, except that:

1. In column F of form Cotton 250 enter the legend "Sec. 402 (c)",
2. Stamp the words "One Thousand Pounds" across the face of each form Cotton 211, and
3. Enter the words "Cotton 211" and the serial number of the form Cotton 211 in column (2) of form Cotton 254.

Sec. 214. Issuing Forms Cotton 221. - Any producer to whom forms Cotton 212 and 213 were issued shall be furnished, upon request, blank forms Cotton 221 to be executed as provided in sections 408 (f), 503 (c), and 602 (a)2 of the regulations in connection with any cotton produced by him in 1938 the staple of which is 1-1/2 inches or more in length. When form Cotton 221b has been executed and returned to the Treasurer of the County Association, the total number of net pounds covered thereby shall be posted to Part VI of form Cotton 254 as a contra entry in red as follows:

1. On line (a) opposite the producer's name in the next available column entitled "Reference No." enter the words "Cotton 221".

2. On line (a) opposite the producer's name in the next available column entitled "Net Pounds" enter the total net weight of the cotton covered by the form Cotton 221.

3. File the form Cotton 221b in the folder for the farm.

Sec. 215. Forms Cotton 212 and 213 for Cotton Pledged as Collateral for a Commodity Credit Corporation Cotton Loan. - A form Cotton 212 and book of forms Cotton 213 may upon request, be issued, by the County Committee to any producer who has previously been issued a form Cotton 212 and corresponding forms Cotton 213 and who desires to market cotton pledged as collateral security for a Commodity Credit Corporation cotton loan held by a private or public lender or lending agency. The form Cotton 212 and book of forms Cotton 213 shall be issued in accordance with section 211 of these instructions, except that:

1. The poundage to be entered in the blank space of form Cotton 212 between the words "This is to certify that" and "pounds of lint cotton" shall be the net weight of the bales which the producer states are to be withdrawn from the loan and marketed, and words "Loan Cotton" written in bold characters across its face.

2. In column H of form Cotton 253 enter the words "Loan Cotton", and

3. If an entry appears in column (3) of Part V of form Cotton 254 opposite the producer's name, circle the entry and enter the sum of the circled entry and the number of pounds entered on the form Cotton 212 immediately above the circled entry, or, if no entry appears in column (3) of Part V of form Cotton 254, enter therein the number of pounds entered on the form Cotton 212.

Sec. 216. Multiple Farms. - (a) As provided in section 403 (c) of the regulations, in case a producer is engaged in 1938 in the production of cotton on more than one farm in a county and the acreage planted to cotton in 1938 on one or more but not all of such farms is in excess of the farm acreage allotment therefor, a white marketing card (form Cotton 211) shall not be issued under the provisions of section 401 of the regulations to such producer with respect to any such farm on which the acreage planted is within the farm cotton acreage allotment. If the producer will require a marketing card with respect to any of such farms planting within the farm acreage allotment, the County Committee shall prepare farm accounts for such farms as outlined in section 209 of these instructions and apportion

the marketing quota for such farm as outlined in section 210 of these instructions and issue a form Cotton 212 and a book of forms Cotton 213 to such producer as outlined in section 211 of these instructions. Above the title of form Cotton 254 so prepared insert the words "Multiple Farm". In column H of form Cotton 253 enter the legend "Sec. 403 (c)". Forms Cotton 211 shall nevertheless be issued under section 401 (a) of the regulations to all other producers on such farm not so situated. In column (2) of Part V of form Cotton 254 enter the serial number of the form Cotton 212 issued to such producer, preceded by the legend "Cotton 212", and enter the serial numbers of the forms Cotton 211 issued to all other producers on the farm preceded by the legend "Cotton 211". In all other respects the procedure outlined in these instructions for a farm planting in excess of the farm acreage allotment shall be applicable to any farm with respect to which such producer is issued forms Cotton 212 and 213.

(b) In case a producer is engaged in 1938 in the production of cotton on more than one farm in a county, each such farm shall be considered separately for the purposes of these instructions and all records and accounts in connection therewith shall be kept separate from the records and accounts for all other such farms except as provided in subsection (a) of this section.

Sec. 217. Lost, Destroyed, or Stolen Marketing Cards. - (a) In case any form Cotton 211 or form Cotton 212 and forms Cotton 213 are lost, destroyed, or stolen, the County Committee may reissue such forms to the producer in accordance with section 406 of the regulations. A copy of the notices of cancelation, other correspondence, and a memorandum of any findings of the County Committee in connection with the loss, destruction, or theft of such forms shall be filed in the folder for the farm.

(b) In case a lost, destroyed, or stolen form Cotton 211 is to be replaced, the County Committee shall issue form Cotton 211 in accordance with the procedure contained in section 205 of these instructions, except that:

1. The word "Duplicate" shall be stamped across the face of the newly issued form Cotton 211.

2. The legend "Sec. 406" shall be entered in column F of form Cotton 250 opposite the entry showing the issuance of the duplicate form Cotton 211.

3. The legend "Canceled-Sec. 406" shall be entered in column F of form Cotton 250 opposite the serial number of the lost, destroyed, or stolen form Cotton 211.

(c) In case a lost, destroyed, or stolen form Cotton 212 and book of forms Cotton 213 are to be replaced, the County Committee shall issue forms Cotton 212 and 213 in accordance with the procedure contained in section 211 of these instructions, except that:

1. The amount of the producer marketing quota or farm marketing quota, as the case may be, entered on the new form Cotton 212 shall be the same as that shown on the lost, stolen, or destroyed form Cotton 212 and the word "Duplicate" shall be stamped across the face thereof.

2. In line 1, Part I, of the first set of the forms Cotton 213 in the new book enter in parenthesis the unused portion, if any, of the marketing quota entered on form Cotton 212. If there is no unused marketing quota the word "None" shall be entered in line 1, Part I, of the first set of forms Cotton 213 in the new book. In determining the amount of the unused portion of the marketing quota, the County Committee shall take into consideration the amount of cotton ginned and marketed by the producer as reported on forms Cotton 216 and 213b and recorded in Part VI of form Cotton 254 together with any additional information which may be required.

3. In column H of form Cotton 253 enter the legend "Sec. 406" opposite the entry showing the issuance of the duplicate.

4. The legend "Canceled - Sec. 406" shall be entered in column H of form Cotton 253 opposite the serial numbers of the lost, destroyed, or stolen forms Cotton 212 and 213.

Sec. 218. Records of Cotton Ginned on Farms Planting in Excess of Acreage Allotments. - The amount of cotton ginned by each farm on which cotton is planted in excess of the farm acreage allotment shall be recorded on form Cotton 254 on the basis of information shown on forms Cotton 216. The data shown on form Cotton 216 shall be posted to Part VI of form Cotton 254 as follows:

1. A sufficient number of consecutive lines shall be allowed for each producer so that adequate space will be had for the posting of all cotton which will be ginned during the entire season by such producer. Separate lines on the same sheet will be used to post data with respect to American - Egyptian cotton and such lines will be plainly marked as referring to American - Egyptian cotton.

2. On line (a) in the column entitled "Reference No." enter opposite each producer's name the serial number of the gin, followed by the report number shown on the form Cotton 216. If the report is from a gin situated in another state, the number of the gin and the report number of the form Cotton 216 shall be preceded by the code number of the State and county in which the gin is situated. The reference to the first report covering cotton ginned by a producer will be entered on line (a) in column (8), and the reference to subsequent reports will be entered in consecutive order on line (a) of the columns headed "Reference No." of columns (10) through (18).

3. On line (a) of the column entitled "Net Pounds" enter opposite each producer's name the total number of net pounds of lint cotton which were ginned by or for him covered by the report. The share of each producer in each bale of cotton reported on form Cotton 216 shall be determined according to his percentage share therein as indicated in form Cotton 254 unless the person actually owning the cotton is reported on form Cotton 216. The net weight of each bale shall be obtained by subtracting from the gross weight of the bale, as shown in column G of form Cotton 216, 22 pounds for a square bale and 3 pounds for a round bale on account of bagging and ties. The amount of cotton ginned by or for the producer as shown in the first report will be entered on line (a) beginning with column (9), and the amounts shown in subsequent reports will be entered in consecutive order on line (a) of the remaining columns headed "Net Pounds". Only one column of form Cotton 254 may be used for each producer in recording his cotton covered by a single report on form Cotton 216, however, if an entry is made for each bale it will be possible to check bale for bale the marketings against gin reports.

4. When all the cotton produced by or for any one producer on a farm has been ginned the sum of the entries on line (a) in the columns entitled "Net Pounds" for such producer shall be entered in column (20). If a contra entry in red has been made on line (a) in Part VI in connection with form Cotton 221, the amount to be entered in column (20) shall be the sum of the entries not made in connection with form Cotton 221 minus the sum of the contra entries.

Sec. 219. Handling Reports for Ginners. - (a) After the information for farms in the county has been posted to forms Cotton 251 and 254, a form Cotton 216 shall be prepared in the County Office with respect to cotton produced on farms located in other counties. A separate form Cotton 216 shall be prepared for each ginner's report with respect to the farms located in each of the other counties. The following information shall be entered on each form Cotton 216 so prepared:

1. Above the title of form Cotton 216 enter the word "Extract".

2. In the spaces indicated enter the State and county code numbers for the State and county in which the gin is situated; the sheet number and the number of sheets which will be required to list the farms located in other counties; the period covered by the ginner's report from which the information is being taken; the name and full mail address of the gin; the name of the manager of the gin; the serial number assigned to the gin; and the number of the report from which the information is transcribed.

3. The information appearing in columns A through G for cotton ginned from farms located in the other county shall be transcribed exactly as it appears on the form Cotton 216 submitted by the ginner.

4. The Treasurer of the County Association shall sign his name and enter his title and the date of his signature below the entries made in columns A through G.

5. The original so prepared shall be mailed to the Treasurer of the County Association for the county in which the farms are located, and the yellow copy retained in the County Office in which it is prepared.

(b) The originals of forms Cotton 216 submitted by each ginner and the copies thereon prepared as outlined in subsection (a) of this section shall be filed in the numerical order of the report numbers in the folder for each gin. In order to have a convenient record of the reports submitted or due from each ginner, a typewritten form such as the following should be prepared and attached to the folder for each gin. Pertinent information should be posted at the time each report is submitted.

Name of Gin _____				Serial No. of Gin _____			
Report No.:	Period	Date	Report No.:	Period	Date		
	From : Through :	Received :		From : Through :	Received :		
1	:	:	7	:	:		
2	:	:	8	:	:		
3	:	:	9	:	:		
4	:	:	10	:	:		
5	:	:	11	:	:		
6	:	:	12	:	:		

(c) If the report on form Cotton 216 is incomplete or in error, the ginner submitting the report should be notified by letter of the omission or error and requested to submit a correctly prepared report. The incorrectly prepared report should be marked on its face "Incorrect" and placed in the folder for the gin with a copy of the letter notifying the ginner of the omission or error stapled to it. The ginner should be requested to identify the American - Egyptian cotton as such on reports submitted by him.

Sec. 220. Apportionment and Reapportionment of Producer Marketing Quotas. - (a) After producer marketing quotas have been apportioned as set forth in section 210 of these instructions, a final apportionment or reapportionment of the farm marketing quota will be made on the basis of the share of each producer in the actual production in 1938 of the acreage planted to cotton on the farm. Intermediate apportionments or reapportionments may also be made upon request of the operator of the farm before the final apportionment or reapportionment if the County Committee finds it to be justifiable because (1) the records of the actual production of cotton on the farm as shown by reports entered in Part VI of form Cotton 254 of cotton ginned indicate that the actual average yield per acre of lint cotton in 1938 for the farm is substantially in excess of the normal yield per acre of lint cotton approved for the farm so that the amount of the farm marketing quota may be increased as set forth in section 201 (b) of the regulations or (2) one or more of the producers on the farm has harvested all cotton produced in 1938 by or for him on the farm and the amount of the producer marketing quota apportioned to him under Section 210 of these instructions is in excess of his share in the actual production and one or more of the other producers on the farm has produced or is producing more than the producer marketing quota therefore apportioned to him. In making either a final apportionment or reapportionment of the farm marketing quota, two provisos must be observed; namely, (1) no producer on the farm who produces more than the amount of the producer marketing quota previously apportioned to him shall have such producer marketing quota reduced and (2) that amount of the producer marketing quota of any producer which is in excess of his share in the actual production in 1938 on the farm shall be reapportioned to the other producers on the farm if there is any need therefor. In making apportionments or reapportionments of the farm marketing quota among the producers on a farm the provisions of section 205 of the regulations shall be followed.

(b) If with respect to any farm on which there is only one producer unit (see definition of producer unit on page 7) the County Committee determines that an intermediate apportionment of the farm marketing quota is justifiable, form Cotton 254 B shall be prepared in the original only, as follows:

1. In the spaces indicated enter the farm account serial number as shown on form Cotton 254.

2. In line 1 of Part I enter the acreage planted to cotton on the farm in 1938 from line 6, Part I, of form Cotton 254,

3. In line 2 of Part I enter the total amount of cotton ginned by all producers on the farm, that is, the sum of the entries appearing on line (a) in the columns entitled "Net Pounds" of Part VI of form Cotton 254 excluding cotton the staple of which is 1-1/2 inches or more in length in all counties. Also enter the date on which the actual production was determined.

4. In line 3 of Part I enter the actual yield per acre obtained by dividing the entry in line 2, Part I, by the entry in line 1, Part I.

5. In line 4 of Part I enter the farm acreage allotment from line 1 of Part I of form Cotton 254.

6. In line 5 of Part I enter the actual production of the acreage allotment obtained by multiplying the entry in line 4, Part I, by the entry in line 3, Part I.

7. In column (1) of Part II enter the names of all producers on the farm in the order in which they appear on form Cotton 254. If there is only one producer entitled to share in the acreage planted to cotton on the farm in 1938, enter his name on the first line in column (1) of Part II.

8. In column (2), Part II, transcribe the percentage share of each producer in the acreage planted to cotton on the farm in 1938 from column (4), Part V, of form Cotton 254. If there is only one producer entitled to share in the acreage planted to cotton on the farm in 1938, enter 100% on the first line in column (2).

9. In column (3) of Part II enter each producer's share in the actual production of the acreage allotment obtained by multiplying the entry in line 5, Part I, by the entry in column (2), Part II, opposite such producer's name. The sum of all entries in column (3) must equal the entry in line 5 of Part I.

10. In column (4) transcribe each producer's share in the normal production of the acreage allotment from column (7), Part V, of form Cotton 254.

11. In column (5) of Part II enter the increase, if any, in the producer's marketing quota obtained by subtracting the entry in column (4), Part II, for such producer from the corresponding entry in column (3), Part II. The sum of all entries in column (5) must equal the amount by which the total of column (3) exceeds the total of column (4).

(c) After all the cotton produced on a farm having only one producer unit has been ginned and recorded in Part VI of form Cotton 254, the farm marketing quota shall be apportioned by preparing Parts I and VI of form Cotton 254 as follows:

1. In line 7 of Part I enter the total amount of cotton ginned by all producers on the farm, that is, the sum of the entries appearing on line (a) in the columns entitled "Net Pounds" of Part VI of form Cotton 254 excluding cotton the staple of which is 1-1/2 inches or more in length in all counties. Also enter the date on which the actual production was determined.

2. In line 8 of Part I enter the final actual yield per acre obtained by dividing the entry in line 7, Part I, by the entry in line 6, Part I.

3. In line 9 of Part I enter the actual production of the acreage allotment obtained by multiplying the entry in line 1, Part I, by the entry in line 8, Part I.

4. In column (21), line (a), of Part VI enter each producer's share in the final actual production of the acreage allotment obtained by multiplying the entry in line 9 of Part I by the entry in column (4), Part V, opposite such producer's name. The sum of all entries in column (21), line (a) must equal the entry in line 9 of Part I.

5. In column (21), line (b), of Part VI, enter the increase, if any, in the producer's marketing quota obtained by subtracting from the entry in column (21), line (a), for such producer the corresponding entry in column (7), Part V, if no intermediate apportionment was made under subsection (b) of this section, or column (3), Part II of form Cotton 254 B, if such intermediate apportionment was made.

(d) If with respect to any farm on which there are two or more producer units (see definition of producer unit on page 7) the County Committee determines that an intermediate apportionment or reapportionment of the farm marketing quota is justifiable, form Cotton 254-A shall be prepared in the original only, as follows:

1. Above the title of the form enter the word "Intermediate".

2. In the spaces indicated enter the farm account serial number as shown on form Cotton 254 and the sheet number and number of sheets of form Cotton 254-A.

3. In column (1) enter the names of all producers on the farm in the order in which they appear on form Cotton 254.

4. In the heading of column (2) enter the normal production of the planted acres obtained by multiplying the entry on line 6, Part I of form Cotton 254 by the entry on line 2, Part I of form Cotton 254. In column (2) enter each producer's share in the normal production of the planted acres obtained by multiplying the entry in the heading of column (2) by the respective producer's percentage share in the planted acres as entered in column (4), Part V of form Cotton 254. The sum of the entries in column (2) must equal the entry in the heading of column (2).

5. In column (3) transcribe the information appearing in column (7) of form Cotton 254 for each producer.

6. In the heading of column (4) of the first sheet enter the date on which the actual production was determined.

7. In column (4) enter the amount of cotton ginned and owned by each producer on the farm -- that is, the sum of the entries appearing on line (a) in the columns entitled "Net Pounds" of Part VI of form Cotton 254, excluding the contra entries made in red, which pertains to cotton the staple of which is 1-1/2 inches or more in length in all counties. Place a red check mark to the right of the figure in column (4) for each producer on the farm who has completed harvest and whose total production, or share therein, is shown in column (4).

8. The total of the entries in column (4) shall be entered in line 9 of column (4) of the last sheet of form Cotton 254-A for the farm. The total so determined shall be divided by the number of acres planted to cotton in 1938 on the farm as shown in line 6 of Part I of form Cotton 254 and the resulting average yield per acre shall be entered in the space provided in the heading of column (4).

9. Multiply the number of acres in the farm acreage allotment as shown in line 1 of Part I of form Cotton 254 by the greater of the following:

(1) the average yield per acre shown in the heading of column (4) of form Cotton 254-A, or

(2) the normal yield per acre approved for the farm as shown in line 2 of Part I of form Cotton 254. Enter the result obtained on line 9 in column (5).

10. Divide the entry on line 9 in column (5) by the entry on line 9 in column (2) and enter the resulting percentage, carried to four decimal places, in the space provided in the heading of column (5).

11. Multiply each entry in column (2) by the percentage figure in the heading of column (5) and enter the results obtained on the respective lines in column (5). The sum of the entries in column (5) must equal the total shown on line 9 in column (5).

12. If, as a result of the computations made under paragraph 11 of this subsection, the entry for any producer in column (5) is less than the entry for such producer in column (3) and the entry in column (5) is also less than the entry in column (4), so that proviso number (1) in subsection (a) of this section is applicable, enter in column (6) the amount by which the entry in column (3), or the entry in column (4), whichever is the smaller, exceeds the entry in column (5). The amount so entered in column (6) shall be preceded by a plus sign (+) and the entry circled.

13. If, as a result of the computations made under paragraph 11 of this subsection, the entry in column (5) for any producer for whom a red check mark was made to the right of the entry in column (4) exceeds the entry in column (4), so that proviso number (2) in subsection (a) of this section is applicable, the amount by which the entry in column (5) exceeds the entry in column (4) shall be entered in column (6). The entry so made in column (6) shall be preceded by a minus sign (-) and circled.

14. Enter the difference between the sum of the circled plus figures in column (6) and the sum of the circled minus figures in column (6) on line 9 of column (6). If the sum of the minus figures exceeds the sum of the plus figures, the difference so entered shall be preceded by a minus sign and circled. If the sum of the plus figures exceeds the sum of the minus figures, the difference so entered shall be preceded by a plus sign and circled.

15. In column (6) extend the figures shown in column (5) which were not affected by either of the provisos as outlined in paragraphs 12, 13, and 14 of this subsection and enter the sum of such figures on line 9 in column (6) beneath the entry made in accordance with paragraph 14, above.

16. Divide the circled entry on line 9 in column (6), as determined in accordance with paragraph 14 of this subsection, by the uncircled sum entered on line 9 in column (6), as determined in accordance with paragraph 15 of this subsection, and enter the resulting percentage figure, carried to four decimal places, on line "a" of column (6).

17. If the circled entry on line 9 in column (6) is preceded by a minus sign, add the percentage entered on line "a" in column (6) to 100 percent and enter the result on line (b) in column (6) and in the heading of column (7). If the circled entry on line 9 in column (6) is preceded by a plus sign, subtract the percentage entered on line "a" in column (6) from 100 percent and enter the result on line "b" in column (6) and in the heading of column (7).

18. In column (7), enter the amount shown in column (3) or column (4), whichever is the smaller, if the circled figure on the same line in column (6) is a plus amount as provided in paragraph 12 of this subsection; or the amount in column (4) if the circled figure shows on the same line in column (6) is a minus amount as provided in paragraph 13 of this subsection.

19. In column (7) enter the results obtained by multiplying the uncircled figures in column (6) by the percentage figure shown in the heading of column (7).

20. Total the entries in column (7) and enter the result on line 9 in column (7). This entry must be the same as the total of column (5).

21. If any entry in column (7) is affected by either of the provisos in subsection (a) of this section, the computations with respect to the amounts in column (5), as described in paragraphs 12 through 20 of this subsection, shall be repeated with respect to the amounts in column (7) and the results entered in columns (8) and (9) in lieu of columns (6) and (7). Such computations shall be repeated until the producer marketing quota as apportioned or reapportioned is not affected by either of said provisos.

22. Strike out the heading of one of the remaining unused columns and enter therein the increase, if any, in each producer's marketing quota by entering the amount of the excess of the entry in such column for such producer over the entry in column (7) for such producer.

(c) After all cotton produced on the farm has been ginned and recorded in Part VI of form Cotton 254, the producer marketing quotas shall be apportioned or reapportioned by preparing form Cotton 254-A in the original only, as follows:

1. Above the title of the form enter the word "Final".
2. In the spaces indicated enter the farm account serial number as shown on form Cotton 254 and the sheet number and the number of sheets of form Cotton 254-A.
3. In column (1) enter the names of all producers on the farm in the order in which they appear on form Cotton 254.
4. In the heading of column (2) enter the normal production of the planted acres obtained by multiplying the entry on line 6, Part I of form Cotton 254 by the entry on

line 2, Part I of form Cotton 254. In column (2) enter each producer's share in the normal production of the planted acres obtained by multiplying the entry in the heading of column (2) by the respective producer's percentage share in the planted acres as entered in column (4), Part V of form Cotton 254. The sum of the entries in column (2) must equal the entry in the heading of column (2).

5. In column (3) transcribe the information appearing in column (7) of form Cotton 254 for each producer, if an intermediate apportionment or reapportionment was not made under subsection (d) of this section, or the producer marketing quota shown on form Cotton 254A for each producer, if an intermediate apportionment or reapportionment was made under subsection (d) of this section.

6. In the heading of column (4) enter the date of which the total amount of the actual production on the farm in 1938 was finally determined.

7. In column (4) enter the amount of cotton ginned by each producer on the farm -- that is, the sum of the entries appearing on line (a) in the columns entitled "Net Pounds" of Part VI of form Cotton 254, excluding the contra entries made in red which pertains to cotton the staple of which is 1-1/2 inches or more in length in all counties.

8. The total of the entries in column (4) shall be entered in line 9 of the last sheet of form Cotton 254-A. The total so determined shall be divided by the number of acres planted to cotton in 1938 on the farm as shown in line 6 of Part I of form Cotton 254 and the resulting average yield per acre shall be entered in the space provided in the heading of column (4).

9. Multiply the number of acres in the farm acreage allotment as shown in line 1 of Part I of form Cotton 254 by the greater of the following:

(1) the average yield per acre shown in the heading of column (4) of form Cotton 254-A, or

(2) the normal yield per acre approved for the farm as shown in line 2 of Part I of form Cotton 254.

Enter the result obtained on line 9 in column (5).

10. Divide the entry on line 9 in column (5) by the entry on line 9 in column (4) and enter the resulting percentage, carried to four decimal places, in the heading of column (5).

11. Multiply the amounts in column (4) by the percentage figure in the heading of column (5) and enter the results on the respective lines in column (5). The sum of the entries in column (5) must equal the total shown on line 9 of column (5).

12. If, as a result of the computations made under paragraph 11 of this subsection, the entry for any producer in column (5) is less than the entry for such producer in column (3), and the entry in column (5) is also less than the entry in column (4), so that proviso number (1) in subsection (a) of this section is applicable, enter in column (6) the amount by which the entry in column (3), or the entry in column (4), whichever is the smaller, exceeds the entry in column (5). The amount so entered shall be preceded by a plus sign (+) and circled.

13. If, as a result of the computations made under paragraph 11 of this subsection, the entry in column (5) for any producer exceeds the entry for such producer in column (4), so that proviso number (2) in subsection (a) of this section is applicable, the amount by which the entry in column (5) exceeds the entry in column (4) shall be entered in column (6). The entry so made in column (6) shall be preceded by a minus sign and circled.

14. Enter the difference between the sum of the circled plus figures in column (6) and the sum of the circled minus figures in column (6) on line 9 of column (6). If the sum of the minus figures exceeds the sum of the plus figures, the difference so entered shall be preceded by a minus sign and circled. If the sum of the plus figures exceeds the sum of the minus figures, the difference so entered shall be preceded by a plus sign and circled.

15. In column (6) extend the figures shown in column (5) which were not affected by either of the provisos as outlined in paragraphs 12, 13, and 14 of this subsection and enter the sum of such figures on line 9 in column (6) beneath the circled entry made in accordance with paragraph 14, above.

16. Divide the circled entry on line 9 in column (6), as determined in accordance with paragraph 14 of this subsection, by the uncircled sum entered on line 9 in column (6), as determined in accordance with paragraph 15 of this subsection, and enter the resulting percentage figure, carried to four decimal places, on line "a" of column (6).

17. If the circled entry on line 9 in column (6) is preceded by a minus sign, add the percentage entered on line "a" in column (6) to 100 percent and enter the result on line "b" in column (6) and in the heading of column (7). If the circled entry on line 9 in column (6) is preceded by

a plus sign, subtract the percentage entered on line "a" in column (6) from 100 percent and enter the result on line "b" in column (6) and in the heading of column (7).

18. In column (7), enter the amount shown in column (3) or column (4), whichever is the smaller, if the circled figure on the same line in column (6) is a plus amount as provided in paragraph 12 of this subsection; or the amount in column (4) if the circled figure shown on the same line in column (6) is a minus amount as provided in paragraph 13 of this subsection.

19. In column (7) enter the results obtained by multiplying the uncircled figures in column (6) by the percentage figure shown in the heading of column (7).

20. Total the entries in column (7) and enter the result on line 9 in column (7). This entry must be the same as the total of column (5).

21. If any entry in column (7) is affected by either of the provisos referred to in subsection (a) of this section, the computations with respect to the amounts in column (5), as described in paragraphs 12 through 20 of this subsection, shall be repeated with respect to the amounts in column (7) and the results entered in columns (8) and (9) in lieu of columns (6) and (7). Such computations shall be repeated until the producer marketing quota as apportioned or reapportioned is not affected by either of said provisos.

22. Strike out the heading of one of the remaining unused columns and enter therein the increase, if any, in each producer's marketing quota by entering the amount of the excess of the entry in such column for such producer over the entry in column (7) for such producer.

23. The producer marketing quotas finally determined, as provided in the foregoing paragraphs of this subsection, shall be entered in column (12). The total of such entries in column (12) must be the same as the total of column (5).

(f) The information shown on forms Cotton 254-A prepared pursuant to subsection (e) of this section will be transcribed to form Cotton 254 as follows:

1. In column (21) of Part VI enter the final adjusted producer marketing quotas shown in column (12) of form Cotton 254-A.

2. In line 7 of Part I enter the amount shown on line 9 in column (4) of form Cotton 254-A, which amount must agree with the total on line (a) of column (20) of Part VI

of form Cotton 254.

3. In line 8 of Part I enter the average yield per acre shown in the heading of column (4) of form Cotton 254-A.

4. In line 9 of Part I enter the result obtained by multiplying the entry in line 1 by the entry in line 8 of Part I. The result so obtained must be equal to the total of column (12) of form Cotton 254-A.

5. In line 10 of Part I enter the greater of the following:

(1) The entry in line 3 plus the entry in line 4 of Part I, or

(2) The entry in line 9 plus the entry in line 4 of Part I.

(g) If the farm marketing quota is apportioned or reapportioned as set forth in this section, the issuance of forms Cotton 212 and related forms Cotton 213 will be affected as follows:

1. If the farm marketing quota was increased as provided in section 201(b) of the regulations, a new form Cotton 212 will be issued, pursuant to section 402(c) of the regulations, to each producer on the farm for whom the producer marketing quota previously apportioned was increased or to the operator of the farm for the entire amount of the increase in the farm marketing quota, in accordance with the procedure outlined in section 211 of these instructions, except that:

a. The letters "XX" shall be entered before the State and county code and farm serial number of the new form Cotton 212.

b. The amount of the producer marketing quota or farm marketing quota, as the case may be, entered on the new form Cotton 212 shall be (1) the amount entered opposite the producer's name in column (5) of Part II of form Cotton 254 B pursuant to paragraph 11 of subsection (b) of this section, or (2) the amount entered opposite the producer's name in column (21), line (b) of Part VI of form Cotton 254 pursuant to paragraph 5 of subsection (c) of this section, or (3) the amount entered opposite the producer's name on form Cotton 254-A pursuant to paragraph 22 of subsections (d) and (e) of this section.

- c. In line 1, Part I, of the first set of new forms Cotton 213 enter the amount of the marketing quota which is shown on the accompanying form Cotton 212.
- d. In column H of form Cotton 253 enter the legend "Sec. 402(c)".

2. If the farm marketing quota is not increased as provided in section 201(b) of the regulations and a form Cotton 212-A was not executed with respect to the farm, a form Cotton 212 will be issued pursuant to section 405(b) of the regulations to each producer for whom the producer marketing quota previously apportioned was increased as a result of the reapportionment, in accordance with section 211(d) or (e) of these instructions, except that:

- a. The word "Reissue" shall be stamped across the face of the new form Cotton 212.
- b. The amount of the producer marketing quota entered on the new form Cotton 212 shall be the difference between the amount of the producer marketing quota previously apportioned and, in the case of an intermediate reapportionment, the amount shown opposite the producer's name on form Cotton 254A pursuant to paragraph 22 of subsections (a) and (c) of this section.
- c. In line 1, Part I, of the first set of new forms Cotton 213, enter the amount of the marketing quota which is shown on the accompanying form Cotton 212.
- d. In column H of form Cotton 253 enter the legend "Sec. 405(b)".

3. If the producer marketing quota of any producer to whom form Cotton 212 was issued is decreased as a result of the apportionment or reapportionment of the farm marketing quota as set forth in this section, the County Committee shall, in accordance with section 405(a) of the regulations, alter the form Cotton 212 heretofore issued to such producer by striking through the amount of the producer marketing quota previously entered thereon and by entering the amount of the decreased producer marketing quota above the previous entry. In line 1, Part I, of the first set of unused forms Cotton 213, the County Committee shall enter in parenthesis the unused portion, if any, of the decreased producer marketing quota determined by subtracting the sum of the entries in lines 2, Part I, of the executed forms Cotton 213a from the amount of the decreased producer marketing quota. If there is no unused amount of the decreased producer marketing quota, the word "None" shall be entered in line 1, Part I, of the first set of unused forms Cotton 213. The entries so made on forms 212 and 213 shall be signed or initialed by a member of the county committee. If such a producer fails or refuses to have the form Cotton 212 and forms Cotton 213 so altered, the County Committee shall cancel the form Cotton 212 and forms Cotton 213 in accordance with section 405(a) of the regulations.

4. The sum of all producer marketing quotas with respect to any farm as evidenced by forms Cotton 212, exclusive of any canceled forms Cotton 212, shall not exceed the amount of the farm marketing quota.

If, as a result of the apportionment or reapportionment as set forth in this section, a refund was or will be made to any producers under section 222 of these instructions, the following procedure shall be followed: (1) New forms Cotton 212 and books of forms Cotton 213 reflecting the increase in the producer marketing quota or farm marketing quota shall not be issued if the amount of the poundage on which a refund was made, as shown in the total line of column (3) of form Cotton 257, is equal to the amount by which the farm marketing quota as increased under section 201(b) of the regulations exceeds the amount of the farm marketing quota previously determined; or (2) new forms Cotton 212 and books of forms Cotton 213 reflecting the amount by which the increased amount of the farm marketing quota exceeds the amount of the poundage on which a refund was made, as shown in the total line of column (3) of form Cotton 257, shall be issued if the amount of the poundage on which a refund was made is less than the amount by which the farm marketing quota as increased under section 201(b) of the regulations exceeds the amount of the farm marketing quota previously determined.

(h) Forms Cotton 254 A and 254 B showing the apportionment or reapportionment of the farm marketing quota shall be arranged in numerical order of the farm account serial numbers and placed in binders.

(i) If one or more of the producers on the farm complains in writing to the County Committee that the apportionment of the farm marketing quota among producers, as determined under this section, is not fair and equitable, the County Committee may reapportion the farm marketing quota among the producers on the farm as provided in paragraph 3 of section 205 of the regulations. If the producer marketing quotas are so reapportioned under said section a notation to that effect shall be made on form Cotton 254 and a memorandum signed by a member of the County Committee, setting forth the basis of such determination, shall be filed in the folder for the farm. In the case of a final reapportionment of the producer marketing quotas, the producer marketing quotas entered in column (21) of Part VI of form Cotton 254 shall be circled and the amount of each producer marketing quota as reapportioned shall be entered in said column (21) above the circled figure.

Sec. 221. Recording Reports of Cotton Marketed and Penalties Paid. - (a) The record of cotton marketed by producers on any farm on which the acreage of cotton planted in 1938 is in excess of the farm acreage allotment therefor and with respect to which forms Cotton 212 and 213 were issued will be entered in Part VI of form Cotton 254 on the basis of information contained in forms Cotton 213b and forms Cotton 222, as follows:

1. On line (b) in the column entitled "Reference No." enter opposite each producer's name the printed serial number of form Cotton 213b. The reference to the first form Cotton 213b covering the marketing of cotton will be entered on line (b) in column (8) and the references to subsequent forms Cotton 213 b will be entered in consecutive order on line (b) in the columns headed "Reference No." in columns (10) through (18).
2. On line (b) of the column entitled "Net Pounds" enter opposite each producer's name the poundage shown in line 2, Part 1, of form Cotton 213b. The amount of cotton covered by the first form Cotton 213b will be entered on line (b) in column (9) and the amounts shown in subsequent forms Cotton 213b will be entered in consecutive order on line (b) in the columns headed "Net Pounds" in columns (11) through (19).
3. If form Cotton 222 is submitted by the producer, it shall be placed in a pending file until the form Cotton 213b to which it relates is received. When the related form Cotton 213b is received, it shall be compared with form Cotton 222 to determine that form Cotton 213 has been correctly described in Part I of form Cotton 222 and that the total poundage shown in Part II of form Cotton 222 agrees with the poundage entered on line 2, Part 1, of form Cotton 213. If form Cotton 222 is in agreement with form Cotton 213b, the share of each producer in the cotton marketed shall be entered on line (b) of the appropriate column entitled "Net Pounds" of Part VI of form Cotton 254 and the serial number of the form Cotton 213b to which it relates shall be entered on line (b) of the column entitled "Reference No."
4. When all of the cotton produced on the farm by or for any one producer has been marketed, the sum of the entries on line (b) in the columns entitled "Net Pounds" for such producer shall be entered on line (b) in column (20).
5. From time to time, forms Cotton 213b should be examined to determine whether the producer has brought forward correctly from line 3, Part I, of the preceding

form Cotton 213b to line 1, Part I, of each form Cotton 213b the unused portion of the marketing quota. If the producer has been preparing forms Cotton 213 incorrectly, he should be so advised and any necessary corrections shall be made in the producer's book of forms Cotton 213b.

(b) The record of the penalties paid or sums tendered as the penalty with respect to the marketing of cotton produced on any farm on which the acreage of cotton planted in 1938 is in excess of the farm acreage allotment therefor and with respect to which forms Cotton 212 and 213 were issued will be entered in Part VII of form Cotton 254 on the basis of information contained in forms Cotton 213b, as follows:

1. On line (a) in the column headed "Reference No." opposite each producer's name enter the printed serial number of form Cotton 213b. The reference to the first form Cotton 213b covering the marketing of cotton subject to the penalty will be entered on line (a) in column (23) and the reference to subsequent forms Cotton 213b will be entered in consecutive order on line (a) in the columns headed "Reference No." in columns (25) through (29).

2. On line (a) of the column headed "Amount" opposite each producer's name enter the poundage shown on line 4, Part I, of form Cotton 213b. The amount of cotton (the marketing of which is subject to the penalty) covered by the first form Cotton 213b will be entered on line (a) in column (24) and the amounts shown in subsequent forms Cotton 213b will be entered in consecutive order on line (a) in the columns headed "Amount" in columns (26) through (30).

3. The Treasurer of the County Association shall issue a receipt on form Cotton 219 for the amount of the penalty. Form Cotton 219 shall be prepared as outlined in section 212(b) of these instructions, except that the words "as security for payment of the penalty" shall be deleted instead of the words "in payment of the penalty" and following the words "marketing by" the name of the operator or producer as shown in form Cotton 213b shall be entered in the blank space provided.

4. On line (b) of the column headed "Reference No." opposite each producer's name enter the printed serial number of form Cotton 219 issued to the remitter of the penalty. The reference to the first form Cotton 219 will be entered on line (b) in column (23) and the reference number to subsequent forms Cotton 219 will be entered in consecutive order on line (b) in the columns headed "Reference No." in columns (25) through (29).

5. On line (b) of the column headed "Amount" opposite each producer's name enter the amount of the penalty received.

Verify the correctness of the penalty received by multiplying two cents by the number of net pounds shown on line (a) in the column entitled "Amount". The amount of the penalty shown on the first form Cotton 219 will be entered on line (b) in column (24) and the amounts of the penalty remitted as shown in subsequent forms Cotton 219 will be entered in consecutive order on line (b) in the columns headed "Amount" in columns (26) through (30).

6. If form Cotton 213b indicates that a penalty was incurred, that is, an entry appears on line 4, Part I, of form Cotton 213b, and the amount of the penalty has not been remitted, no entry will be made in Part VII of form Cotton 254 with respect to such form Cotton 213b and the serial number thereof in the column entitled "Reference No." of Part VI of form Cotton 254 shall be circled in red. The form Cotton 213b shall be placed in a pending file to determine whether the penalty incurred was or was not collected or deducted from the purchase or exchange value of the cotton. If the penalty incurred is subsequently remitted, the procedure outlined in the foregoing portion of this subsection is applicable. If the penalty is not remitted within thirty calendar days next succeeding the day on which the cotton was marketed, the County Committee shall submit a full and detailed report in triplicate to the State Office of the nature of the producer's account and the facts with respect to the refusal or failure to remit the penalty.

7. When all the cotton produced on the farm by or for any one producer has been marketed, the sums of the entries on lines (a) and (b) in the columns entitled "Amount" for such producer shall be entered on lines (a) and (b) respectively, in column (31).

(c) After the information shown in form Cotton 213b has been posted to Parts VI and VII of form Cotton 254, form Cotton 213, together with the related form Cotton 222, if any, shall be filed in the folder for the farm.

(d) If a receipt on form Cotton 219 was issued as outlined in paragraph 3 of subsection (b) of this section, the information contained in form Cotton 219 shall be entered on form Cotton 256, as follows:

1. In column (9) enter the date on which the funds were received as indicated by the date of the form Cotton 219.

2. Make no entry in column (10).

3. In column (11) enter the printed serial number of the form Cotton 219.

4. In column (12) enter the farm account serial number of the farm as shown on form Cotton 254.

5. In column (13) enter the amount of the funds received as shown on the form Cotton 219.

6. If the checks, drafts, or money orders received are not honored upon presentment for payment a contra entry in red duplicating the information previously entered in Part III of form Cotton 256 shall be made in columns (9) through (13) of Part III of form Cotton 256, or, if the checks, drafts, or money orders were not paid at par, the same contra entry in red shall be made except that the entry in column (13) shall be the difference between the amounts of the checks, drafts, or money orders and the amounts for which they were honored.

7. If subsequently the amount of the dishonored checks, drafts, or money orders is remitted or the difference between their face value and the amount for which they were honored is remitted, the procedure outlined above in this subsection shall be followed.

8. If the checks, drafts, or money orders were not honored at par or were not honored upon presentment for payment and the difference between their face value and the amount for which they were honored or the amount of such checks, drafts, or money orders is not subsequently remitted, the County Committee shall submit a full and detailed report in triplicate to the State Office of the nature of the producer's account and the facts with respect to the refusal or failure to remit the penalty or portion thereof.

(e) If a producer to whom a form Cotton 212 and the book of forms Cotton 213 were issued tenders the penalty, for which he would be liable upon the marketing of any cotton, prior to the time such cotton is marketed, as provided in section 505(b) of the regulations, the Treasurer of the County Association shall receive the penalty and issue a receipt therefor on form Cotton 219-A, prepared in triplicate, distributed, and dealt with as follows:

1. A separate receipt shall be prepared for each bale of cotton with respect to which the penalty is tendered.

2. In the spaces indicated enter the printed serial number of the producer's form Cotton 212 and the State and county code number.

3. Above the words "(Name of producer)" and "(Full mail address)" enter the name and address, respectively, of the producer.

4. In the space following the words "the sum of" enter in words the amount of the penalty paid.

5. In the space following the words "one bale containing" enter the net weight of the bale of cotton with respect to which the penalty is tendered.

6. In the space following the words "or mark" enter the gin bale number or mark of such bale.

7. In the space following the words "serial number" enter the serial number of the farm.

8. After the dollar mark above the word "Amount" enter in figures the amount of the penalty tendered with respect to such bale which must agree with the amount thereof entered in words in the body of Part I.

9. The Treasurer of the County Association shall sign the original and the two copies and enter on each the date of his signature.

10. The producer shall sign his name in the space indicated on the original and the two copies and enter on each the date of his signature.

11. The original and first copy shall be delivered to the producer and the third copy retained by the Treasurer of the County Association.

12. The funds received shall be deposited immediately in the special deposit account as provided in section 224 of these instructions, and the information shown on the form Cotton 219-A shall be posted to form Cotton 256 in the manner outlined in subsection (d) of this section except that the legend "Cotton 219-A" shall be entered in column (11) above the printed serial number of form Cotton 219-A.

13. Form Cotton 219-A shall be placed in a pending file until the related form Cotton 213b is returned to the County Office as provided in section 603(a) of the regulations. The data on form Cotton 213b and the related form Cotton 219-A shall be posted to Parts VI and VII of form Cotton 254 as provided in this section. The copy of form Cotton 219-A shall then be filed in the folder for such forms.

Sec. 222. Adjustment of Penalties by County Committees. -

(a) If a producer files a claim, pursuant to section 508 of the regulations, for the return to him of any funds which were tendered in payment of the penalty, the amount thereof which is determined not to have been incurred as a penalty and which may be refunded to such producer will be determined by preparing form Cotton 257, in the original only, as follows:

1. In the spaces indicated enter the farm account serial number shown on form Cotton 254 and the State and county code and farm serial number.

2. In column (1) enter the names of all producers on the farm in the order in which they appear in column (1) of Part V of form Cotton 254.

3. In column (2) opposite the name of each producer enter the number of pounds of cotton marketed in excess of his producer marketing quota, determined by subtracting the amount of the producer marketing quota apportioned or reapportioned to him under section 210 or section 220 of these instructions from the sum of the entries opposite his name on line (b) of the columns headed "Net Pounds" in Part VI of form Cotton 254, excluding cotton the staple of which is 1-1/2 inches or more in length. On line 9 in column (2) enter the sum of the entries in column (2). If any producer has not marketed cotton in excess of his producer marketing quota, enter zero in column (2) opposite his name.

4. In column (3) enter for each producer the sum of the entries on line (a) of columns (24) through (3) headed "Amount" of Part VII of form Cotton 254 minus the sum of the entries on line (a) of columns (33) through (35) headed "Amount" of Part VII of form Cotton 254. On line 9 in column (3) enter the sum of the entries in column (3).

5. In column (4) enter the following: (a) if the amount in column (3) exceeds the amount in column (2), enter the difference between such amounts in column (4) and enter a plus sign to the left of such difference; or (b) if the amount in column (2) exceeds the amount in column (3), enter the difference between such amounts in column (4) and enter a minus sign to the left of such difference.

6. Take the difference between the sum of the plus figures and the sum of the minus figures in column (4) and enter the result on line 9 of column (4). If the sum of the minus figures exceeds the sum of the plus figures, the entry on line 9 shall be preceded by a minus sign. If the sum of the plus figures exceeds the sum of the minus figures, the entry on line 9 shall be preceded by a plus sign.

7. The difference between the totals of columns (2) and (3) must equal the entry in line 9 of column (4). If the entry in line 9 of column (4) is a minus figure or zero the claim of the producer shall be disallowed and the producer so notified in writing as provided in section 508(b) of the regulations.

8. If the entry in line 9 of column (4) is a plus figure, enter in column (5) the result obtained by multiplying the plus entries in column (4) by 2 cents and enter the sum of such results on line 9 in column (5). Make no entry in column (5) with respect to the minus figures in column (4).

9. If there are plus and minus figures in column (4), the County Committee and the Treasurer of the County Association shall ascertain whether the plus poundage figure shown for any producer in column (4) represents cotton of any other producer or producers which was marketed by such producer and included on a form Cotton 213 issued to such producer, or represents cotton the marketing of which was subject to the penalty because the amount of the producer marketing quota for such producer was apportioned incorrectly to another producer. The amount of such cotton with respect to the marketing of which such producer paid the penalty incurred by any other producers on the farm shall be subtracted from the entry in column (4) for such producer and the result entered in column (6). If the County Committee and the Treasurer of the County Association find that the plus poundage figure in column (4) for any producer does not represent cotton with respect to the marketing of which such producer paid the penalty incurred by any other producers on the farm, the plus poundage figure in column (4) for such producer shall be entered in column (6).

10. If the sum of the entries in column (6) is equal to the plus total on line 9 in column (4), enter in column (8) the figures in column (6) and multiply 2 cents by each entry in column (8) and enter the result in column 9. Make no entry in column (7).

11. If the sum of the entries in column (6) exceeds the plus total of column (4), divide the plus total of column (4) by the total of column (6) and enter the resulting percentage, carried to four decimal places, in column (7) opposite each entry in column (6). Multiply each entry in column (6) by the percentage figure in column (7) and enter the result in column (8). The sum of the entries in column (8) must be equal to the plus total of column (4). Multiply 2 cents by the entries in column (8) and enter the result in column (9).

12. If all the figures in column (4) are plus figures, enter in column (8) each figure in column (4). Multiply 2 cents by the figures in column (8) and enter the result in column (9). Make no entries in columns (5), (6), and (7).

13. The sum of the entries in column (9) must be equal to the sum obtained by multiplying 2 cents by the amount on line 9 in column (4).

14. A member of the County Committee and the Treasurer of the County Association shall sign form Cotton 257 and enter the date of their signatures in the spaces provided.

(b) The Treasurer of the County Association shall issue a check drawn payable to the order of each producer for whom an entry is shown in column (9) of form Cotton 257 in the amount of

such entry shown opposite the producer's name. The issuance of such checks shall be recorded on form Cotton 257 as follows:

1. In column (10) enter the date of the check.
2. In column (11) enter the serial number of the check.
3. In column (12) enter the amount for which the check is drawn, and total the amounts entered in column (12).

(c) The Treasurer of the County Association shall deliver the checks issued in accordance with subsection (b) of this section to payees named therein and obtain receipts therefor on form Cotton 258 prepared in duplicate as follows:

1. In the spaces indicated enter the farm account serial number and the State and county code number and farm serial number shown on form Cotton 257.
2. In the spaces provided in the first line of the printed matter enter the date the check is delivered to the payee.
3. In the spaces provided in the second line of the printed matter, enter the name of the Treasurer of the County Association and the name of the county.
4. In the spaces provided in the third and fourth lines of the printed matter enter the amount for which the check is drawn.
5. The payee of the check shall sign his name and enter the date of his signature in the spaces provided on the original and copy. Such signature should correspond with the name of the payee shown in the check. The original shall be delivered to the Treasurer of the County Association and the copy retained by the producer.

(d) The information shown on forms Cotton 257 and 258 shall be recorded in Part IV of form Cotton 256 as follows:

1. In column (4) enter the date of the check as shown in column (10) of form Cotton 257.

2. In column (15) enter the serial number of the check as shown in column (11) of form Cotton 257.

3. In column (16) enter the farm account serial number shown on forms Cotton 257 and 258.

4. Make no entry in column (17).

5. In column (18) enter the name of the payee as shown on form Cotton 258.

6. In column (19) enter the amount of the check as shown on form Cotton 258.

(e) The information shown on forms Cotton 257 and 258 shall be recorded in Part VII of form Cotton 254 as follows:

1. On line (a), column (32), for the first refund, or column (34) for the second refund, enter the serial number of the check as shown in column (11) of form Cotton 257.

2. On line (b) of column (32) for the first refund, or column (34) for the second refund, enter the printed serial number of the form Cotton 258.

3. On line (a) of column (33) for the first refund, or column (35) for the second refund, enter the number of pounds shown in column (8) of form Cotton 257.

4. On line (b) of column (33) for the first refund, or column (35) for the second refund, enter the amount of the check as shown on form Cotton 258 and in column (12) of form Cotton 257.

(f) Forms Cotton 257 shall be placed in a binder in the numerical order of the farm account serial numbers. Form Cotton 258 shall be placed in the folder for such farms.

Sec. 223. Closing Farm Accounts for Farms Planting in Excess of Acreage Allotments. - (a) As provided in section 603(b) of the regulations, the operator of each farm on which the planted cotton acreage in 1938 exceeds the farm cotton acreage allotment shall submit a report on form Cotton 217, prepared in duplicate, after all cotton produced on the farm in 1938 has been harvested or not later than January 1, 1939, whichever is the earlier. If the total production of cotton in 1938 has not been harvested and marketed prior to January 1, 1939, the operator shall file an additional report on Cotton 217, prepared in duplicate, as soon as possible after all cotton produced has been marketed or not later than August 1, 1939, whichever is the earlier. Form Cotton 217 will be prepared as follows:

1. In the spaces indicated enter the sheet number and the number of sheets in the report; the serial number of the farm; the name of the county; and the name of the State.

2. In column (a) enter the names of all producers on the farm having an interest in the cotton crop produced in 1938 or the proceeds thereof or who have cotton on hand from any previous crop. Wherever practicable, the operator should list the names of such producers in the order in which they appear on form Cotton 254.

3. In column (B) enter the share of each producer in the total production in 1938 of the acreage planted to cotton on the farm exclusive of cotton $1\frac{1}{2}$ inches or more in staple length.

4. In column (C) enter the amount of cotton from any previous crop which each producer had on hand as of August 1, 1938, exclusive of the amount of such cotton which at the time of making the report is pledged as collateral security to a public or private lending agency for a Commodity Credit Corporation cotton loan. Cotton from any previous crop includes cotton produced prior to the year 1938 on any other farm than that with respect to which the report is made.

5. In column (D) enter the amount of the producer marketing quota finally apportioned or reapportioned to each producer as outlined in sections 210 and 220 of these instructions plus the entry in column (C). The sum of the entries in column (D) must be equal to the amount of the farm marketing quota determined for the farm by the County Committee pursuant to section 201(b) of the regulations.

6. In column (E) enter the total amount of the cotton

which has been marketed by or for each producer excluding sales made in connection with form Cotton 221.

7. In column (F) enter the amount by which the amount in column (E) exceeds the amount in column (D) for each producer.

8. In column (G) enter the number of pounds of cotton with respect to the marketing of which the penalty was paid, exclusive of any cotton with respect to which the sums tendered as payment of the penalty have been refunded.

9. In column (H) enter the number of pounds of lint cotton which each producer has on hand which has not been marketed at the time of submitting the report excluding cotton of a crop prior to the 1938 crop pledged as collateral security for a Commodity Credit Corporation cotton loan. If the sum of the entries in columns (B) and (C) is equal to the entry in column (E), enter a zero in column (H).

10. In column (I) enter the estimated amount of lint cotton which each producer will harvest from the 1938 crop after the report is submitted. If all cotton has been harvested at the time the report is submitted, enter a zero in column (I).

11. In Part I the operator shall certify to the correctness of the report by signing his name in the space indicated and enter the date and place of his signature, and shall print or type his name and full mail address in the space provided.

12. The original of form Cotton 217 shall be filed in the County Office and the copy retained by the operator.

(b) If a preliminary report on form Cotton 217 is submitted, the information shown thereon shall be compared with the comparable information on form Cotton 254. Any preliminary report on form Cotton 217 shall be so marked by inserting the word "Preliminary" above the heading "Farm Operator's Report", and shall be filed in the folder for the farm. The information contained in the final report on form Cotton 217 and the information shown in form Cotton 254 shall be compared and verified as follows:

1. The amount entered on line (a) in column (20) of form Cotton 254 for each producer must be equal to the amount shown in column (B) of form Cotton 217 for each producer. The total on line 9(a) in column (20) of form Cotton 254 must be equal to the total of column (B) of form Cotton 217.

2. The amount entered on line (b) in column (20) of form Cotton 254 for each producer must be equal to the amount shown in column (E) of form Cotton 217 for each producer. The total on line 9(b) of column (20) of form Cotton 254 must be equal to the total of column (E) of form Cotton 217.

3. The uncircled amount shown for each producer in column (3) of form Cotton 254 must be equal to the amount shown in column (c) of form Cotton 217 for each producer. The total on line 9 in column (3) of form Cotton 254 must be equal to the total of column (C) of form Cotton 217. If circled entries appear in column (3) of form Cotton 254, circle the entry on line 4 of Part I of form Cotton 254 and enter in lieu thereof the sum of the entries in column (3) of form Cotton 254.

4. The sum of the entries for each producer in columns (5) and (21) of form Cotton 254 must be equal to the entry in column (D) of form Cotton 217 for each producer. The sum of the totals on line 9 of columns (3) and (21) of form Cotton 254 must be equal to the total of column (d) of form Cotton 217. The total on line 9 of column (21) of form Cotton 254 must be equal to the entry on line 3, or line 9, whichever is the greater, of Part I of form Cotton 254. The entry on line 3 or line 9, whichever is the greater, plus the uncircled entry on line 4 of Part I of form Cotton 254, must equal the entry on line 10 of Part I of form Cotton 254. The entry on line 10 of Part I of form Cotton 254 must also be equal to the sum of the totals on line 9 in columns (3) and (21) of form Cotton 254.

5. The entry on line 7 of Part I of form Cotton 254 must be equal to the entry on line 9(a) of column (20) of form Cotton 254 and must also be equal to the total of column (B) of form Cotton 217.

6. In column (22) of form Cotton 254, for each producer enter the amount by which the entry on line (a) of column (20) exceeds the entry on line (a) of column (21) of said form, and enter the sum of such entries on line 9 in column (22) of said form.

(c) In verifying the entries in Part VII of form Cotton 254 with the comparable entries in form Cotton 217, the following procedure is applicable:

1. The sum of the entries for each producer on lines (a) and (b) of the columns headed "Amount" in columns (24) through

(30) of form Cotton 254 shall be entered on lines (a) and (b) in column (31) of said form, and the total of such entries entered on lines 9(a) and 9(b) respectively in column (31) of said form.

2. The sum of the entries for each producer on lines (a) and (b) of columns (33) and (35) of form Cotton 254 shall be entered on lines (a) and (b) in column (36) of said form, and the totals of such entries entered on lines 9(a) and 9(b) respectively in column (36) of said form.

3. The amounts by which the entries for each producer on lines (a) and (b) of column (31) of form Cotton 254 exceed the entries on lines (a) and (b) of column (36) of said form shall be entered on lines (a) and (b) of column (37) of said form.

(d) If the entry on line (a) in column (37) of form Cotton 254 for any producer exceeds the entry on line (b) in column (20) of said form and the entry on line 9(a) in column (37) exceeds the entry on line 9(b) in column (20), the County Committee and the Treasurer of the County Association shall, in accordance with section 508(c) of the regulations and section 222 of these instructions, refund the amount tendered by such producer in excess of the penalty incurred.

(e) The entry on line (a) in column (37) of form Cotton 254 for each producer must equal the entry in column (G) of form Cotton 217 for each producer and the totals of such columns must agree.

(f) If the owner or operator of a farm on which the planted cotton acreage exceeds the farm cotton acreage allotment secured the payment of the total estimated penalty to be incurred by depositing funds to be held in escrow or by executing a bond of indemnity as provided in section 507 of the regulations, a record of the result of the apportionment or reapportionment of the farm marketing quota and a summary of the cotton ginned from the farm will be shown in form Cotton 254 and a record of the marketing of cotton produced on the farm and the amount of the penalty incurred will be shown on the final report of the farm operator on form Cotton 217. The information contained in form Cotton 217 shall be verified by the County Committee as follows:

1. The amount, if any, of cotton on hand at the time the report is filed, as shown in column (H), (excluding cotton of a crop prior to the 1938 crop pledged as collateral security for a Commodity Credit Corporation cotton loan) shall be

verified by actual inspection of the cotton or by the examination of certificates of title thereto.

2. The total amount of cotton marketed, as shown in column (E), must, unless the contrary is satisfactorily proved, be equal to the result obtained by subtracting the verified amount of the cotton on hand, as shown in column (H), from the sum of the following: (1) the amount of cotton produced on the farm in 1938, as shown on line (a) of column (20) of form Cotton 254, and (2) the amount of cotton from any previous crop which the producers on the farm had on hand at the beginning of the marketing year, as shown in column (c) of form Cotton 217. If there is no entry in column (H), the amount of the cotton marketed cannot be less than the sum of the entries in column (c) plus the amount of cotton produced in 1938 on the farm, as shown in line 9a of column (20) of form Cotton 254.

3. The total of column (F) must be equal to the amount by which the total of column (E) exceeds the total of column (D).

4. The amount of the penalty incurred with respect to the marketing of cotton from the farm shall be determined by multiplying 2 cents by the total of column (F). Enter the result so obtained in line 4 of Part II of form Cotton 254.

5. In line 5 of Part II of form Cotton 254 enter the amount by which the entry in line 4 is in excess of or less than the entry in line 3.

6. If funds were deposited to be held in escrow to secure payment of the penalty, the following entries shall be made in form Cotton 256 upon approval by the County Committee of form Cotton 217:

- a. In column (5) enter the current date.
- b. In column (6) enter the serial number of the form Cotton 219 issued with respect to the remittance followed by a dash (-) and the sheet number of the form Cotton 256 on which it was recorded.
- c. In column (7) enter the farm account serial number as shown on form Cotton 254.
- d. In column (8) enter the amount of the funds held in escrow.
- e. In column (9) enter the current date.

- f. In column (10) enter the reference number for the transaction which was entered in column (6).
- g. Make no entry in column (11).
- h. In column (12) enter the farm account serial number as shown in column (7).
- i. In column (13) enter the amount of the funds held in escrow.

7. The following entries shall be made in Part VII of form Cotton 254 opposite the name of the owner or operator who deposited the funds to be held in escrow:

- a. On line (a) in the columns headed "Reference No." of columns (23) through (29) enter the legend "Cotton 217".
- b. On line (b) in the columns headed "Reference No." of columns (23) through (29) enter the serial number of the form Cotton 219 which was issued to the owner or operator at the time the funds were deposited and which is shown in line 2 of Part II of form Cotton 254.
- c. On line (a) in the columns headed "Amount" of columns (24) through (30) enter the number of pounds of cotton which the county committee estimated, pursuant to section 507(c) of the regulations and section 212(a) of these instructions, would be produced on the farm in excess of the amount of the farm marketing quota.
- d. On line (b) in the columns headed "Amount" of columns (24) through (30) enter the amount of the penalty which the county committee estimated would be incurred as shown in line 3 of Part II of form Cotton 254. The amount so entered must be equal to the amount of the funds deposited as evidenced by the form Cotton 219 issued to the owner or operator.

8. If line 4 of Part II of form Cotton 254 exceeds line 3 thereof and funds were placed in escrow to secure payment of the penalty, the owner or operator shall be requested to pay the amount shown in line 5. If the amount is not paid by the owner or operator, the County Comnity shall submit a full and detailed report in triplicate to the State Office of the nature

of the producer's account and the facts with respect to the refusal or failure to remit the amount of the penalty incurred. If the amount shown in line 5 is remitted to the Treasurer of the County Association by the owner or operator, a receipt, to be issued to the owner or operator, shall be prepared on form Cotton 219 as outlined in section 212(b) of these instructions, except that the words "as security for payment of the penalty" shall be deleted instead of the words "in payment of the penalty" and following the words "marketed by" the name of the owner or operator shall be entered in the blank space provided. The information contained in form Cotton 219 shall be posted to form Cotton 256 in accordance with sub-section (d) of section 221 of these instructions.

9. The printed serial number of form Cotton 219 shall be entered on line 6 of Part II of form Cotton 254. The following entries shall be made in Part VII of form Cotton 254 opposite the name of the owner or operator who deposited the funds to be held in escrow:

- a. On line (a) in the columns headed "Reference No." of columns (23) through (29) enter the legend "Cotton 217".
- b. On line (b) in the columns headed "Reference No." of columns (23) through (29) enter the serial number of the form Cotton 219 issued to the owner or operator with respect to the additional payment.
- c. On line (a) in the columns headed "Amount" of columns (24) through (30) enter the number of pounds of cotton with respect to which the additional payment is made.
- d. On line (b) in the columns headed "Amount" of columns (24) through (30) enter the amount of the additional payment.

10. If the amount in line 3 of Part II of form Cotton 254 exceeds the amount in line 4 and funds were deposited to be held in escrow to secure payment of the penalty, the amount of such excess shall be entered in paragraph 2 of Part II of form Cotton 217 following the dollar sign and a member of the County Committee and the Treasurer of the County Association shall sign their names and enter the date of the signatures in the spaces provided. The Treasurer of the County Association shall return the amount of such excess to the owner or operator by a check drawn against the special deposit account in accordance

with section 224 of these instructions and the following entries shall be made in form Cotton 256:

- a. In column (14) enter the date of the check drawn by the Treasurer of the County Association payable to the owner or operator.
- b. In column (15) enter the serial number of such check.
- c. In column (16) enter the farm account serial number as shown on form Cotton 254.
- d. Make no entry in column (17).
- e. In column (18) enter the name of the owner or operator to whose order the check is drawn payable.
- f. In column (19) enter the amount of the check drawn payable to the order of the owner or operator.

11. The following entries shall be made in Part VII of form Cotton 254 opposite the name of the owner or operator who deposited the funds to be held in escrow:

- a. On line (a) in column (32) or (34) enter the serial number of the check drawn payable to the order of the owner or operator.
- b. On line (b) in column (32) or (34) enter the serial number of the form Cotton 258 executed by the owner or operator.
- c. On line (a) in column (33) or (35) enter the number of pounds of cotton with respect to which the refund is made.

- d. On line (b) in column (33) or (35) enter the amount of the refund made to the owner or operator as shown on line 5 of Part II of form Cotton 254.

12. A receipt on form Cotton 258 shall be obtained by the Treasurer of the County Association, in the manner outlined in subsection (c) of section 222 of these instructions, for the refund to any producer of the excess funds deposited to be held in escrow to secure the payment of the penalty which was found not to have been incurred.

13. The serial number of form Cotton 258 shall be entered on line 6 of Part II of form Cotton 254.

14. If a bond of indemnity on form Cotton 215 was executed to secure the payment of the penalty, the owner or operator whose name appears in form Cotton 215 as principal shall be notified of the amount of the penalty entered in line 4 of Part II of form Cotton 254 and advised that such amount is immediately due and payable. If the amount of the penalty incurred is not paid, the County Committee shall submit a full and detailed report in triplicate to the State Office of the nature of the producer's account and the facts with respect to the refusal or failure to remit the amount of the penalty incurred. If the amount shown in line 4 is remitted to the Treasurer of the County Association, a receipt, to be issued to the owner or operator, shall be prepared on form Cotton 219 as outlined in section 212(b) of these instructions, except that the words "as security for payment of the penalty" shall be deleted instead of the words "in payment of the penalty" and following the words "marketing by" the name of the operator or producer shall be entered in the blank space provided. The information contained in form Cotton 219 shall be posted to form Cotton 256 in accordance with subsection (d) of section 221 of these instructions.

15. The following entries shall be made in Part VII of form Cotton 254 opposite the name of the owner or operator who appears as the principal in the bond of indemnity on form Cotton 215:

- a. On line (a) in the columns headed "Reference No." of columns (23) through (29) enter the legend "Cotton 217".
- b. On line (b) in the columns headed "Reference No." of columns (23) through (29) enter the serial number of the form Cotton 219 which was issued with respect to the penalty so remitted.
- c. On line (a) in the columns headed "Amount" of columns (24) through (30) enter the number of pounds of cotton with respect to the marketing of which the penalty was remitted.
- d. On line (b) in the columns headed "Amount" of columns (24) through (30) enter the amount of the penalty remitted.

(g) If a white marketing card is issued pursuant to section 212(h) or section 213 of these instructions with respect to a farm on which the planted cotton acreage exceeds the farm cotton acreage allotment, the form Cotton 217 submitted by the operator of such farm shall be compared with the information shown on form Cotton 254, and the information contained in form Cotton 217 shall be verified in accordance with the foregoing provisions of this section. If it is found that any producer on such farm has incurred a penalty with respect to the marketing of cotton, he shall be notified of the amount of such penalty and advised that such penalty is immediately due and payable. If the amount of the penalty is not paid, the County Committee should submit a full and detailed report in triplicate to the State Office of the nature of the account and the facts with respect to the failure or refusal to remit the amount of the penalty incurred. If the amount of the penalty incurred, or a portion thereof, is remitted, a receipt to be issued to the producer remitting the penalty shall be prepared on form Cotton 219 as outlined in section 212(b) of these instructions, except that the words "as security for payment of the penalty" shall be deleted instead of the words "in payment of the penalty" and following the words "marketing by" the name of the operator or producer should be entered in the blank space provided. The information contained in form Cotton 219 shall be posted to form Cotton 256 in accordance with subsection (d) of section 221 of these instructions.

(h) Each form Cotton 217 submitted to the County Office shall be examined by the County Committee and the Treasurer of the County Association in accordance with the foregoing provisions of this section, and if found to be correct shall be signed as indicated in Part II of form Cotton 217 by a member of the County Committee and the Treasurer of the County Association. Forms Cotton 217 which have been approved shall be filed in the folder for the farm.

Sec. 224. Cotton Special Deposit Trust Account and Miscellaneous Expenses. - (a) A cotton special deposit trust account shall be opened by the Treasurer of the County Association as provided in section 510 of the regulations as soon as arrangements in connection therewith have been completed by the County Committee. Any funds received by the Treasurer of the County Association in payment of or to secure the payment of penalties shall be deposited promptly in the special deposit account. All funds deposited in such account shall be evidenced in accordance with the customary procedure of the depository bank in the case of such a special deposit account the funds in which do not become a part of the assets of the bank and are not to be commingled

with such assets, and such evidence and all statements of account and canceled checks which were drawn against such account shall be kept as permanent records by the Treasurer of the County Association. Any funds deposited in the special deposit account shall be withdrawn or disbursed only by consecutively numbered checks drawn by the Treasurer of the County Association to carry out the provisions of the regulations and these instructions, and on the stubs or counterfoils of his check book he shall keep a record of the issuance of each check.

(b) The Treasurer of the County Association shall not less than once each month reconcile the special deposit account with the records of receipts and disbursements contained in form Cotton 256.

(c) All charges by the depository bank for the service of the account shall be paid from the administrative expense funds provided in the approved budget of the County Association in accordance with existing procedure.

(d) A record of each form Cotton 211-A-t, form Cotton 213b, and form Cotton 221b shall be kept for the purpose of accounting for the amount of postage required to be paid in connection therewith by the Treasurer of the County Association. Arrangements should be made with the local postmaster whereby payment of postage in connection with such forms may be made at the end of each calendar month or at other convenient intervals. The expenses in connection with postage for such forms shall be paid out of the administrative expense funds approved in the budget of the County Association in accordance with existing procedure.

Sec. 225. Remitting Penalties to the State Committee. - (a) At the end of each month the Treasurer of the County Committee shall examine the farm accounts on form Cotton 254 with respect to farms for which the farm marketing quotas have been finally adjusted and apportioned or reapportioned among the producers thereon pursuant to section 220 of these instructions to determine the amounts of the penalties which may be remitted to the Secretary of Agriculture through the State Committee pursuant to section 509 of the regulations. Any sums tendered as the penalty in excess of the penalty incurred by the producers on such farms shall be refunded in accordance with section 222 of these instructions. After the refunds, if any, have been made, the amount of the penalty remittable to the State Committee for each such farm shall be the amount by which the sum of the entries for all producers on lines (b) of columns (24) through (30) headed "Amount" of Part VII of form Cotton 254 exceeds the sum of the entries for all producers on lines (b) of columns (33) and (35) headed "Amount" of Part VII of form Cotton 254. If previous remittances to the State Committee have been made with respect to any farm, the subsequent amount remittable to the State Committee for such farm shall be the amount determined in accordance with the preceding sentence minus the sum of the amounts previously remitted to the State Committee with respect to such farm.

(b) The amount of the penalty remittable with respect to each

farm as determined pursuant to subsection (a) of this section shall be listed on form Cotton 259, prepared in triplicate, as follows:

1. In either column (1), column (4), or column (7) enter the farm account serial number as shown on line 1 of Part IV of form Cotton 254.

2. In either column (2), column (5), or column (8) enter the farm serial number as shown on line 3 of Part IV of form Cotton 254.

3. In either column (3), column (6), or column (9) enter the amount remittable for the farm.

4. On the total line of column (9) of the last sheet of the schedule of remittances enter the sum of the entries in columns (3), (6), and (9) of all sheets.

5. In the applicable spaces enter (a) the remittance schedule number, beginning with number one for the first schedule and continuing thereafter in numerical sequence, (b) the State and county code number, (c) the sheet number and total number of sheets in the schedule, and (d) the name of the month, the last day of the month, and the year covered by the schedule.

(c) The Treasurer of the County Committee shall draw a check payable to the Treasurer of the United States against the Cotton Special Deposit Trust Account in the amount of the total penalties remittable as shown on the total line of column (6) of the last sheet of the schedule of remittances on form Cotton 259. The issuance of the check shall be recorded in Part IV of form Cotton 256, as follows:

1. In column (14) enter the date of the check drawn by the Treasurer of the County Committee payable to the Treasurer of the United States.

2. In column (15) enter the number of such check.

3. Make no entry in column (16).

4. In column (17) enter the remittance schedule number of form Cotton 259.

5. In column (18) enter the words "Treasurer of the United States".

6. In column (19) enter the amount of the check drawn payable to the Treasurer of the United States.

(d) The Treasurer of the County Committee shall enter in the spaces provided in Part I of form Cotton 259 the description of the

check drawn payable to the Treasurer of the United States and sign his name and enter the date of his signature. The original and one copy of form Cotton 259 and the check drawn payable to the Treasurer of the United States shall be forwarded by mail to the Secretary of the State Committee not later than five days following the last day of the period covered by the remittance. The copy of form Cotton 259 retained by the Treasurer of the County Committee shall be placed in the folder for such forms. The copy of form Cotton 259 returned to the Treasurer of the County Committee by the Secretary of the State Committee shall be attached to the related copy which was retained by the Treasurer of the County Committee in the folder for such forms.

(e) In the margin to the right of column (37) of form Cotton 254, a reference to form Cotton 259 shall be made by entering the words "Cotton 259" followed by the remittance schedule number and the amount of the penalty remitted with respect to the particular farm.

Issued September 9, 1938, with the approval of the Administrator and the undersigned.

George E. Farrell

Director, Western Division,
Agricultural Adjustment Administration.